LAKE FOREST

LAKE FOREST COLLEGE STUDENT HANDBOOK 1999 - 2000

BAILEY DONNALLY

LAKE FOREST COLLEGE CALENDAR

FALL SEMESTER 1999

Wednesday	August	25	Registration
Thursday	August	26	First day of classes
Monday	September	6	Labor Day (classes held)
Wednesday	September	8	Last day for permissible change of registration
			Last day to register for credit/D/fail option
Wednesday	October	6	Warning grade reports due
Sat-Tue	October	16-19	Mid-semester break**
Friday	October	29	Last day for approved withdrawal from a course with an automatic "W"
Thur-Sun	November	25-28	Thanksgiving break
Tuesday	December	7	Last day of classes
Wed-Thu	December	8-9	Reading days
Fri-Sat	December	10-11	Final exams
Sunday	December	12	Reading day
Mon-Wed	December	13-15	Final exams
Thursday	December	16-	Winter Break*
Sunday	January	9	Winter Break*

SPRING SEMESTER 2000

Monday	January	10	Registration
Tuesday	January	11	First day of classes
Monday	January	24	Last day for permissible change of registration
			Last day to register for credit/D/fail option
Monday	February	21	Warning grade reports due
Sat-Sun	March	4-12	Mid-semester break**
Monday	March	20	Last day for approved withdrawal from a course with an automatic "W"
Tuesday	April	4	Student Symposium
Tuesday	April	25	Last day of classes
Wed-Thurs	April	26-27	Reading days
Fri-Sat	April	28-29	Final exams
Sunday	April	30	Reading days
Mon-Wed	May	1-3	Final exams
Saturday	May	6	Commencement

* Residence halls and food services **closed.**
** Residence halls open/food services **closed.**

Lake Forest College's nondiscrimination policies are based on federal laws and regulations, including Title IX and other relevant regulations, as well as on its institutional ideals.

It is the stated policy of Lake Forest College that appropriate qualifications for and performance of specific duties are the basic criteria for the employment and promotion of all College academic and nonacademic staff. Lake Forest College does not discriminate against any persons because of race, color, sex, religion, or national or ethnic origin in its education program, activities, or employment. In addition, Lake Forest College is required by Title IX and regulations promulgated thereunder not to discriminate on the basis of sex in educational programs, activities, and employment. Lake Forest College does not discriminate on the basis of handicap against any otherwise qualified person by denying participation in, or the benefits of, any College program or activity. Lake Forest College also does not discriminate on the basis of sexual orientation in its education programs, activities, or employment. For purpose of this policy, the term "sexual orientation" means the status or expression, whether actual or perceived, of heterosexuality, homosexuality, or bisexuality.

The campus coordinator for Title IX (prohibiting sex discrimination) is the Personnel Officer, to whom inquiries concerning Title IX may be referred. The campus coordinator for Section 504 of the Federal Rehabilitation Act of 1973 (prohibiting handicap discrimination) is David Spadafora, President.

Lake Forest College reserves the right to change the policies and procedures announced in this handbook.

LAKE FOREST COLLEGE

1999-2000 STUDENT HANDBOOK

Lake Forest College affirms that education ennobles the individual.

Our curriculum engages students in the breadth of the liberal arts and the depth of traditional disciplines. We encourage students to read critically, reason analytically, communicate persuasively, and, above all, to think for themselves. We foster creative talent and independent research. We embrace cultural diversity. We honor achievement.

Our faculty of distinguished scholars takes pride in its commitment to teaching. We know our students by name and prepare them to become responsible citizens of the global community. We enable students, faculty, trustees, and administrators to solve problems in a civil manner, collectively. We maintain a secure residential campus of great beauty. We enrich our curriculum with the vibrant resources of Chicago.

Lake Forest College celebrates the personal growth that accompanies the quest for excellence.

This handbook belongs to:

_____

Campus Address:

_____

Phone:

_____

STATEMENT OF RESPECT AND RESPONSIBILITY

We, at Lake Forest College, seek to sustain a creative, diverse, supportive academic community–one that provides a safe living and learning environment for growth and development and a home for many. We take responsibility for respecting the rights of others at all times, contributing positively to the community, and communicating effectively. To achieve these goals and to maintain a tradition of excellence, we commit ourselves to the following ideals.

Each member of the Lake Forest College Community shows Respect and Responsibility for

- individuality and diversity
- her or his own role in this community and the role of others
- the right to personal privacy
- the aspirations of all
- his or her own well-being and the welfare of others
- public and private property
- guests and visitors

Each member of the Lake Forest College Community is responsible for

- honoring her or his commitments
- acting with personal integrity
- striving to develop intellectually
- upholding the highest standards of academic honesty
- maintaining confidentiality when appropriate
- ensuring that guests and visitors abide by community standards
- conducting open and civil debate

By thinking about and following the spirit of this statement, we create a stronger, more unified academic community of learning at Lake Forest College.

This statement was written by the students, faculty, staff, and alumni; and it is endorsed by the College Life Committee and College Council.

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FAST REFERENCE QUESTIONS AND ANSWERS

WHO...

can I call to walk me home safely at night?
Escort Service/Security, ext. 5555

can I talk to about roommate conflict?
Your RA

do I contact about missing a class?
Your professor

can I talk to about personal issues confidentially?
Counseling Center, Hotchkiss Hall, ext. 5240

do I contact if I am interested in studying abroad?
Your Faculty Advisor

WHAT...

do I do to report something lost?
Security, ext. 5555

is the academic honesty policy?
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if I need help writing a paper?
Writing Center, Carnegie, ext. 5231

WHERE...

do I go to drop a class or change my schedule?
Registrar, North Hall, ext. 5025

do I go if I lose my ID?
Security, ext. 5555

do I go if I lose my key?
Facilities Management (FacMan), ext. 5040

do I go if I am locked out of my room?
Business hours–Security
9 p.m. - 9 a.m.–Your RA

do I get an academic tutor?
Contact Department Chair or your Faculty Advisor

do I go if I receive a Judicial Notice?
Office of the Dean of the College, Young Hall, ext. 5200

do I go to pay any school-related bill?
Business Office, North Hall, ext. 5030

are the computer labs located?
Johnson, Lois, and Nollen

do I go to change my address?
Registrar, North Hall, ext. 5025

can I get an emergency loan?
Office of the Dean of the College, Young Hall, ext. 5200

do I get a guest ID?
Your RA

WHEN...

are the library, the cafeteria, the Sports Center, the bookstore, the Health Center, the computer labs, the Snack Shack, and the Coffeehouse open?
See the back inside cover for hours.

WHY...

is this handbook important?
It is the only STUDENT REFERENCE RESOURCE.

HOW...

do I start a club sport?
Athletic Director or Director of Campus Activities

can I get involved on campus?
Activities Fair, Campus Activities, ext. 5210

can I get a job on campus?
Financial Aid, Patterson Lodge, ext. 5103

do I change my major?
Contact your Faculty Advisor or the Registrar, North Hall, ext. 5025.

SECTION I
CAMPUS ORGANIZATIONS

STUDENT GOVERNMENT

History

The first Lake Forest College student body self-governing organization was the Student Council, which was established in 1917. Between 1917 and 1969 the student self-governing organization took various forms, from the Student Association and Student Congress of the 1930s to the Community Government Association (CGA) of the 1960s.

The current Student Government (SG), established in 1972, is composed of the General Assembly (GA) and its subcommittees, the Executive Committee (EC), and the four SG officers: the President, Vice-President, Treasurer, and Secretary. Student members of other College governance committees also play an active and important role in Student Government. In addition, campus organizations are supported by Student Government.

Student Government Office

The Student Government Office is located in Commons and is open regularly Monday through Friday. Everyone is encouraged and welcome to stop by. Address any correspondence to Student Government or call 735-5212.

Elections and Appointments

Student Government officers and most campus organization leaders and governance committee members are elected or chosen in the spring. (Consult the SG Constitution, governance election sections, and organization write-ups for details.) There are many ways to be involved in Student Government without running for an elective office. Throughout the year Student Government will post notices announcing various committee openings. Applications for most organization positions are provided by Student Government. Petitions, when necessary, are to be signed by 25 full-time Lake Forest College students and are provided by the Office of the Dean of the College. Only full-time Lake Forest College students are eligible to run for office.

All candidates for student government officer positions must have a cumulative 2.0 GPA the semester prior to their election. Additionally, any student wishing to be on the ballot for elections to campus governance committees must meet this GPA requirement. Finally, all leaders of student organizations, editor-in-chief, varsity team captains, and Presidents of Greek organizations must have a minimum cumulative GPA of 2.0 in the semester prior to their election or appointment and for any subsequent semester during which they serve as chief officer.

Minutes

Minutes are posted on the Commons bulletin board. Any student interested in receiving current minutes for any of the College Governance committees should contact Student Government.

Students and the Board of Trustees

Ultimate responsibility for running Lake Forest College rests with the Board of Trustees, whose members serve voluntarily. Through five standing committees, the Board oversees the annual operation of the College and makes long-range planning decisions. Two students, the Student Government President and Vice-President, serve as voting members on the full Board. The standing committees of the Board of Trustees on which students serve are composed as follows:

- two student recommendations to the President at the beginning of the school year by the Student Government Executive Committee,
- one alumni representative,
- two faculty members appointed by the President,
- an officer or staff assistant of the College appointed by the President to serve as ex officio Secretary of the committees, and
- trustees appointed by the Chairperson of the Board of Trustees.

The committees and their functions are outlined below.

Committee on Academic Affairs -
recommends educational policies, faculty appointments, promotions and salaries, and candidates for honorary degrees.

Committee on Athletics -
establishes College policies concerning intercollegiate athletics, evaluates program objectives, and reviews budgets, personnel, and plant needs of the Athletic Department.

Committee on Budget and Audit -
recommends fiscal policy, sale of off-campus real estate, and selection of auditors. It deals with the College budget, tuition, and an examination of the College's insurance coverage.

Committee on Development and Public Affairs -
considers and recommends policies leading to programs designed to maintain and improve understanding and support of the College by its friends and constituents.

Committee on Enrollment -
recommends policies concerning retention and recruitment of students, including marketing strategies, following a review of enrollment patterns.

Committee on Property and Operations -
recommends policies for the administration of campus grounds and buildings.

Committee on Student Affairs -
makes recommendations to the full Board of Trustees on student life and welfare.

The full Board holds at least four regular annual meetings. Standing committees usually meet just prior to each full Board meeting; although some, such as the Budget and Audit Committee, meet more often.

Student members are links between the student body and the Board; it is their responsibility to keep each group advised of the other group's policies, problems, and viewpoints.

CAMPUS ORGANIZATIONS, CLUBS, GROUPS

For any information concerning these organizations, contact the Student Activities Office located in the Commons.

Ally Program

The Ally Program is a support system set up to help individuals from historically oppressed groups to excel at Lake Forest College. Certain groups of people are often misunderstood, prejudged, and unaffirmed because of their race, religion, sexual orientation, physical ability, economic class, or other cultural characteristics.

Alpha Pi Delta

Alpha Pi Delta is a sorority that serves both a social and a philanthropic purpose. The members are interested in organizing social activities for themselves and for the community at large.

Ambassadors

The Ambassadors are students who provide tours for prospective students and their families.

Amnesty International, Group 177

Amnesty International, Group 177, works for the release of prisoners of conscience.

Art Club

The Art Club seeks to provide students with opportunities to experience and create art outside the classroom. They sponsor art displays in the Coffeehouse, hold art auctions, and support art majors and the art department.

Asian Interest Group

AIG aims to teach the campus about Asian cultures; to bring Asian/Asian American speakers in different fields to the College; to provide a support group for Asian students academically and socially; to utilize the resources of Chicago; to help train Asian students to be campus and community leaders; and to provide social service as needed.

Athletic Council

The Athletic Council (AC) encourages the development of leadership skills of students with an interest in athletics. The main focus of the council is to increase school spirit and athletic support throughout the College community.

A Cappella Ensemble
The Lake Forest College A Cappella Ensemble is a select group of singers who perform mostly a cappella choral literature of all periods and styles. Open to all students by audition.

Campus Entertainment Committee (CEC)
The Campus Entertainment Committee (CEC) consists of volunteer students who work with the Director of Campus Activities in planning dances, concerts, and weekend entertainment.

Chamber Orchestra
The Lake Forest College Chamber Orchestra performs two concerts each semester featuring Baroque, Classical, Romantic, and Twentieth-Century repertoire. Open to all students by audition.

Chorus
Lake Forest College Chorus performs choral literature of all styles and periods from many cultures. Two performances are given each semester. Open to all students.

Club Sports
Club Sports is a comprehensive athletic program funded by the Student Government and the Athletic Department. Club Sports are student-run activities, although faculty advisors are suggested and welcome. A club sport will be supported if there is no current varsity team participating in that sport. Please contact the Club Sports Director at the Sports Center to find out more about Club Sports.

Collage
Collage, published every spring, represents the efforts of both students and faculty in the foreign languages.

College Democrats
College Democrats strive to get students interested in participating in local and national political issues and campaigns.

College Republicans
The College Republicans help students get involved with both local and national political issues and campaigns.

Community Service Coalition
The Community Service Coalition is a new organization that brings all volunteer/service activities and organizations at Lake Forest College together into one united body. It serves as an umbrella organization for the major volunteer groups and programs. It provides a connection among all the service activities currently on campus and acts to actively support these activities. It is coordinated through the Campus Activities Office and is directed by a committee made up of representatives from each organization.

The Community Service Coalition supports the following programs: Wednesday Tutoring, Soup Kitchen, P.A.D.S. (Public Action to Deliver Shelter), Best Buddies, Spring Break Service Trip, Habitat for Humanity, The Measure of Our Success, and the Community Service Bulletin Board. For information about any of these programs, contact the Campus Activities Office.

Dance Club
The Dance Club holds weekly dance instruction classes open to any interested students. Members of this group also participate in on-campus performances.

Delta Chi
Delta Chi is an international fraternity with a total membership of over 70,000 men. The Lake Forest College chapter was established in 1995 with the purpose of bringing an organization to campus that would strengthen College and alumni ties while helping its members to develop character through community service, leadership opportunities, and social events.

Entrepreneur Club
This club brings together students who are interested in business and have an entrepreneurial spirit. Activities include speakers, trips, and various projects.

French Club
The French Club has as its goal giving students a better understanding of French culture through participating in a number of cultural activities either on campus or in the greater Chicago area.

Gamma Phi Omega
Gamma Phi Omega was founded in 1988 as an organization for women and became a sorority in the fall of 1989. The goals of this group include promoting diversity, providing service for the community, and expanding opportunities for women.

Gamma Rho Delta
Gamma Rho Delta is a sorority committed to developing the spirit of sisterhood among members and dedication to Lake Forest College. Open and private parties given throughout the year seek to enhance the social atmosphere of the campus.

Garrick Players
Garrick Players, the oldest continuous collegiate theatre organization in Illinois, offers faculty-directed, student-directed, and student-written productions.

German Club
The German Club strives to give students the opportunity to practice their conversational German and to increase their knowledge of German culture through participating in cultural activities in the greater Chicago area.

Greek Council
The Greek Council serves as an umbrella organization for the Greek groups on campus. Currently there are five fraternities and three sororities.

International Student Organization (ISO)
ISO brings together international students and other students with diverse cultural interests. This union provides a supportive community for students and is intended to further an awareness and understanding of various cultures within the group and the College community.

Italian Club
The Italian Club seeks to increase exposure to Italian culture through the Italian Table discussion group and various outings.

Japanese Club
Japanese Club is a cultural organization that is interested in educating the campus and students about Japan. All students who are interested in Japanese culture are invited to join. Traditionally this unique club has been composed of many non-Asians. Activities include visits to Japanese restaurants, supermarkets, and cultural events. The club also sponsors a Japanese Festival each semester.

Jazz Ensemble
The Jazz ensemble performs music from big band classics and contemporary repertoire. Open to all students by audition.

Kappa Sigma
Kappa Sigma is a national fraternity originally founded at Lake Forest College in 1983 as a local chapter. Its primary goals and philosophy are based upon academic excellence and a concern with the betterment of the College community.

Latinos Unidos
Latinos Unidos is a support group that promotes educational, historical, and cultural events for the Latino community.

LEAP
The League for Environmental Awareness and Protection (LEAP) is a student group promoting environmental education and action.

Lilace Reid Barnes Interfaith Center (IFC)
Lilace Reid Barnes Interfaith Center (IFC) facilitates the spiritual and personal growth of Lake Forest College students in a context reflecting the religious pluralism of the campus.

Measure of Our Success Mentoring Program
This organization provides an opportunity to serve as a mentor to an elementary school student. Monthly Chicagoland and campus activities are planned and shared.

Model Illinois Government
Each year a group of students attends the state convention of MIG chapters and spends a day in the state legislature learning about Illinois government.

Neapolitan Society
The Neapolitan Society, founded in 1999, is a campus organization dedicated to promoting musical interest and appreciation within the college community and beyond.

Non-Traditional Student Organization
This group seeks to provide non-traditional age students or students returning to college after an extended break from education with a supportive atmosphere to enhance their interaction within the College community.

Peer Educators
The Peer Educators are students who are trained and supervised by the Counseling Center to provide information and support to students and develop campus-wide programs regarding the use and abuse of alcohol and other drugs, as well as information regarding related health issues.

Pep Band
The Pep Band is a student-run organization that plays at Lake Forest College athletic events and is open to all students.

Phi Pi Epsilon
Phi Pi Epsilon, established at Lake Forest College in 1895, is the oldest local fraternity in the United States.The brothers of Phi Pi Epsilon are involved in many campus organizations and athletic teams.

Pre-law Association
The Pre-law Association sponsors local events of interest to students considering law school and sends a team to the annual Undergraduate Mock Trial Competition at Drake University.

PRIDE Lake Forest
PRIDE provides a venue to support gay, lesbian, bisexual, transgender, and straight students, and to oppose homophobia.

Pro Med
Pro Med is a group of students acting as a support group for pre-med majors and offering programs relating to medical careers.

Red and Black
Red and Black, established in 1988, offers programs enhancing the academic and cultural environment of the campus.

RP Gamers
Bringing students together who enjoy role-playing games, both within groups and over the internet, is the focus of this organization.

Russian Club
The goal of the Russian Club is to bring people together who are interested in Russian language and culture. The club provides opportunities to experience different aspects of Russian traditions and customs.

Senior 25
Senior 25 honors students selected in their junior year who maintain good academic records (2.7 minimum GPA) and who have shown leadership through their participation in extracurricular activities.

SHELF
Shelf (Sexual Health Educators of Lake Forest) is a group of students, working in conjunction with the Health Center, who plan and implement AIDS education programs on campus.

Society of Physics Students
The Society of Physics Students provides the College community with opportunities to explore the realm of physics through seminars, science-oriented field trips, study breaks, and tutoring.

Stentor
The Lake Forest College campus newspaper, published for the first time during the 1886-87 academic year, continues to cover campus events, provide editorial opinion, and offer a voice to the Lake Forest College community.

The Stentor office is located in the lower level of Commons, adjacent to the Coffeehouse.

Student Affiliates of the American Chemical Society (SAACS)
The Student Affiliates of the American Chemical society is an organization that sponsors activities designed to promote a greater understanding and appreciation of chemistry.

Student Alumni Association (SAA)
The Student Alumni Association is an organization that assists the Office of Alumni Programs in providing and maintaining a link between current students and alumni through structured programs and social activities.

Students for a Free Tibet
SFT is an organization consisting of a group of students throughout North America. The LFC-SFT chapter works to raise awareness about Tibet's situation among the campus community. The group also calls for peaceful actions through various activities such as campaigns and protest in order to free Tibet.

Tusitala
Tusitala, first published in 1935, continues to provide an outlet for student poets, prose writers, photographers, and artists.

United Black Association
The United Black Association, founded in 1989, is an organization dedicated to creating a college experience reflective of the endeavors of students of color.

Unity Coalition
The Unity Coalition is focused on creating unity among different groups of students and faculty on a diverse campus in order to create a unified community. They work on important initiatives to increase campus diversity and unity, sponsor social events that bring different people together, and host campus-wide discussion on related issues.

WMXM
WMXM, the College's FM radio station, broadcasts at 88.9 on your dial.

The station is managed entirely by students and is on the air every day. There are opportunities for aspiring deejays, newswriters and reporters, sportscasters, production assistants, salespeople, and publicity people. Interested students are encouraged to attend meetings and to drop by the station for more information.

Women for Social Change
A women's organization which promotes academic achievement and community service within diverse communities.

Yearbook (The Forester)
Each year the yearbook staff sets out to produce a book that depicts the flavor of life for students, faculty, and administration as they engage in social and academic activities on campus.

Other Organizations:
Model United Nations/Chicago and Muslim Student Organization.

SECTION II
ADMINISTRATIVE OFFICES

ADMISSIONS
Patterson Lodge

The Admissions staff encourages the participation of students, faculty, and staff in the admission process since it is vital that prospective students experience as much of campus life as possible. The Admissions staff is available to answer questions about the College, arrange for tours, and help students plan for college. Students, staff, and faculty are encouraged to contact the Admissions Office with names of prospective students.

ALUMNI AND DEVELOPMENT
North Hall, Third and Fourth Floors

The Office of Alumni and Development reaches out to the College's external constituencies. Responsibilities include raising financial support; maintaining contact with alumni, past and present parents, and friends; and organizing certain events (including Homecoming & Reunion, Family Weekend, and alumni activities).

ALUMNI PROGRAMS
North Hall, Fourth Floor

The Alumni Programs Office organizes activities to maintain relations with former students of the College. The office also has specific programming that facilitates interaction between alumni and current students via the Alumni Association, Student Alumni Association, and special events and activities.

ATHLETICS AND PHYSICAL EDUCATION
Sports Center and Ice Rink

The athletics program is designed to serve student needs and interests in five distinct areas: varsity athletics, club sports, intramurals, physical education, and general recreation. Facilities are available for racquetball, handball, indoor and outdoor volleyball, tennis, weight training, hockey, ice skating, basketball, swimming, and general fitness. Facility hours for the Sports Center and Halas Hall, including pool and weight room hours, are posted by the main entrance of each building. Gym hours are posted monthly. The fitness room is open whenever the building is open. Halas Hall hours are posted at the Sports Center and at Halas Hall. Public locker rooms, equipped with showers (and saunas in the Sports Center), are available in the Sports Center and Halas Hall. No permanent lockers are issued so locks must be removed after each visit. The ice rink is available for free skating, and those hours are posted in the rink and on the facility hours poster. There are no locker rooms available in the ice rink. Lake Forest College identification is required for entrance to the all the buildings and for use of all facilities.

Lake Forest is a member of the NCAA Division III, competing in both the Midwest Conference and the Northern Collegiate Hockey Association. The College sponsors 16 varsity sports (basketball, cross- country, football, handball, hockey, soccer, swimming/diving, and tennis for men; basketball, cross-country, handball, soccer, softball, tennis, and volleyball for women). All teams have open tryouts, and you should contact the respective sports coach if you are interested.

The College has an extensive club sports program. These student-run programs compete against local colleges and clubs both on and off the Lake Forest campus. Some of the sports offered at this level include women's ice hockey, baseball, rugby, women's lacrosse, men's volleyball, golf, sailing, water polo, track, and fencing. For more extensive information, please turn to the Club Sports section in this handbook.

Intramural programming runs throughout the academic year and is open to students of any talent level. The most popular intramurals are indoor soccer, basketball (3 on 3 and 5 on 5), volleyball, hockey, and flag football. Students can sign up for these sports and others at the Sports Center or Campus Activities Office.

Physical education classes are offered on a credit/no credit basis to encourage participation. A list of these classes can be found in the annual course schedules and students should register for these classes through the Registrar's Office. Currently the Athletic Department offers classes in golf, racquetball, lifetime wellness, lifetime fitness, lifeguarding, scuba diving, weight training, advanced conditioning, and aerobics.

BUSINESS OFFICE
North Hall, First Floor

The Business Office oversees the Cashier, Facilities Management Department, Financial Aid, Purchasing and Accounts Payable, Student Accounts, and Personnel Offices. In addition, the Business Office is responsible for student health insurance, student employment and all internal accounting, budgeting, and accounting for special funds and grants.

CAMPUS ACTIVITIES
Commons

The Campus Activities Office coordinates and sponsors social, cultural, and educational events, arranges trips to cultural and entertainment events in Chicago, oversees scheduling and reservations on campus, and supervises the Game Room. The office coordinates the Leadership Lake Forest Program, the Community Service Coalition, the student organization directory and registration process, the weekly and daily campus calendars, and New Student Orientation. Campus Activities also provides services regarding international student IDs and information about Chicago.

The Leadership Lake Forest Program seeks to provide a comprehensive leadership learning experience for students. The program sponsors events and services such as retreats, workshops, speakers, trips to regional conferences, organization training and consulting, honors and awards programs, and numerous opportunities for gaining leadership experience.

CAREER DEVELOPMENT CENTER
Ravine Lodge

The Career Development Center (CDC) helps students develop career objectives and prepare for post graduate plans. A wide variety of resources are available to aid the student, such as:

- individual career counseling featuring the Strong Interest Inventory
- employer information (annual reports, recruiting information)
- reference books on a variety of careers
- graduate school directories and catalogs
- notices of full-time and part-time jobs, internships, and special opportunities and programs
- on campus recruiting
- web-based resume referral service

The CDC also provides workshops on writing résumés and cover letters, graduate school prep exams, job hunting tips, etc., throughout the year. Through a student/employer database, students receive notice of job opportunities and special programs. Other activities include the CDC Alumni Mentor Program, which connects students with Chicago-area alums who share common interests, as well as an annual off-campus job fair. There is a $3 charge for each credential packet requested from the CDC.

COMMUNITY EDUCATION AND GRADUATE PROGRAM IN LIBERAL STUDIES
Young Hall 222

This office aims to meet the needs of nontraditional-aged students returning to school, both at the undergraduate and graduate levels. It provides academic counseling, as well as other support to nontraditional-aged students. The Graduate Program in Liberal Studies is an innovative liberal-arts program for adults.

DEAN OF THE COLLEGE
Young Hall 212

The Dean of the College staff is responsible for residential life, residence hall staff, student development programs, academic advising, judicial and disciplinary matters outside the classroom, withdrawal from the College, New Student Orientation, student records, vending, veteran affairs, emergency/off-campus program loans, and review of damage charges. In addition, the Office of the Dean of the College oversees Campus Activities, the Career Development Center, the Interfaith Center, the Counseling and Health centers, and Campus Security.

FACILITIES MANAGEMENT DEPARTMENT
Facilities Management Building

The Facilities Management Department is responsible for the operation and maintenance of all campus buildings and grounds. The responsibilities include housekeeping, boiler plants, energy conservation, groundskeeping, motor pool, and maintenance. The work operation includes painting, plumbing, electrical, carpentry, and engineering staff.

FINANCIAL AID
Patterson Lodge

The Office of Financial Aid assists students in determining their eligibility for institutional, state, and federal financial aid programs.

INTERCULTURAL RELATIONS
Young Hall 222

The Office of Intercultural Relations is charged with promoting intercultural dialogue, understanding, and respect among the many cultural identities represented within our diverse academic community, and with advancing the successful learning experience for individual students through graduation and beyond. The office supports a range of activities designed to fulfill its mission, including 1) developing and sustaining coalition building among students, faculty, staff, and alumni; and 2) acting as an advocate for the needs of students from groups served by the office, including, but not limited to, groups traditionally underrepresented at Lake Forest College.

PERSONNEL
North Hall 106

This department processes the paychecks of regular College employees. Annual W-2 Wage and Tax Statements are issued from this office. All student employees must file annual federal and state W-4 and I-9 statements with the Business Office. Student paychecks are issued biweekly and are available from the Cashier. Advances for paychecks are issued only when a department head or College administrator fails to process a time card.

PRESIDENT
North Hall, Second Floor

The President is the chief executive officer of the College. All officers of the College report directly to the President, including the Provost and Dean of the Faculty, Dean of the College, Vice-President for Alumni and Development, Vice-President for Business, as well as the Director of Admissions, the Director of Athletics, Director of Marketing and Communications, and the Director of Intercultural Relations.

The President's Office maintains regular College hours. The President has office hours for students, and students can also schedule appointments. In the President's absence, his assistant will refer inquiries promptly to the appropriate person.

PROVOST AND DEAN OF THE FACULTY
North Hall 209

The Dean of the Faculty oversees all academic programs and departments, Community Education, the Registrar, Libraries, the Writing Center, faculty advising, and academic discipline. In addition, the Dean periodically reviews the academic records of every student and notifies students of their progress toward obtaining a degree.

REGISTRAR
North Hall 103

This office handles course registration, course information, and transcripts.

SECURITY AND PUBLIC SAFETY
Commons, Second Floor

The Security Department is charged with maintaining the safety and the protection of the entire campus. This goal is best achieved in partnership with the College community. The Security Department is eager to provide the training, services, and assistance necessary to ensure a safe and enjoyable collegiate experience. To that same end, all members of the community and their guests are expected to comply with all College policies. In addition, ID cards must be carried and must be presented upon request by a Security Officer or any other College official.

SECTION III
CAMPUS SERVICES

BOOKSTORE
Commons

The College Bookstore, run by Follett, carries books assigned for courses, leisure reading paperbacks, books by faculty authors, art supplies, school supplies, sundries, T-shirts, greeting cards, magazines, and newspapers.

CASHIER
North Hall 107

Students can cash checks up to $60 twice per week and can also pay their tuition bills at the Cashier's desk. Students forfeit the right to cash their personal checks if two of their checks are returned by their bank. There is a $20 service charge for any check returned by the bank. Paychecks are issued no sooner than the Friday following submission of time cards. A picture I.D. is required in order to pickup or cash a check. If a student loses a paycheck, there is a $20 charge to stop payment or reissue. Cashier hours are from 8:30-12:00 and 12:30-4:30. No transactions after 3:30.

COUNSELING CENTER
Hotchkiss Hall

Individual counseling is available to students who are experiencing academic, personal, or emotional difficulties. In addition, a variety of workshops are available to all students who may wish to further their personal growth and development. The workshops generally focus on enhancing the effectiveness of one's ability to communicate and relate to others, increasing achievement motivation, managing test anxiety, and improving study skills. Complete confidentiality is absolutely assured, and there is no fee involved for services provided to students.

FAX SERVICES
Print Shop

Fax transmissions may be made in the College print shop. The charge for outgoing national faxes is $1 per page; for international faxes the charge is $3 per page. All incoming personal faxes cost $1 per set. All personal faxes are COD.

FOOD SERVICE
Commons

The Food Service is run by ARAMARK. Menu choices are designed to please the tastes of the majority, while at the same time allowing for some individual preferences. Suggestions and comments from students are welcome.

A student ID card with a valid Food Service bar code is required for entry into the dining hall. Meal access privileges are nontransferable. Commuter cards are available for non-resident students. Guests must pay cash for their meals. Students on the meal plan who do not have their ID cards with them will have to see a manager. In some cases, a temporary replacement card will be issued.

HEALTH CENTER
Sports Center

The College Health Center, in cooperation with Lake Forest Hospital, exists to assist students in maintaining a state of optimum health in order that they can pursue their studies at the College to the best of their abilities. Emotional and physical needs of the students are met in a way that is both corrective and educational.

Health care for faculty and staff is not normally provided by the Health Center. However, in an emergency, treatment will be provided and immediate arrangements made for further emergency treatment elsewhere.

Charges
Services are provided at the Health Center for students who have paid the clinic fee. Scheduled visits at the Health Center with the nurse or physician, dressing changes, physical examinations, mono spot, rapid-strep, urine tests for pregnancy, wellness teaching, and suture removal are included. All other laboratory work, medication, and diagnostic x-rays are not covered by the clinic fee.

Emergency Service
In the event of an urgent illness or injury

occurring when the Health Center is not open, the student should be seen in the Emergency Department of Lake Forest Hospital.

Health Records

All new, transfer, resident, and commuter students are required to complete a Medical History Report. A pre-entrance physical examination including a urinalysis, hematocrit, and serology with current immunization history is required prior to registration. This should be done by the student's own physician (form included in the Medical History Report). Students will not be permitted to register until the completed Medical History Report with Physical Examination is received by the Health Center.

If a student leaves the College and returns after a period of one year has elapsed, the medical report record must be updated by reporting to the nurse at the Student Health Center for reevaluation. If the student remains at Lake Forest College without leaving for a period greater than one year, the health record will remain valid. This health record becomes a permanent part of the student's health file. When the student leaves the College, having graduated, transferred, or withdrawn, the health record will be kept for no fewer than five years. The professional staff of the Health Center will chart in the student's health record. The health record will remain confidential and information will be released only with the written permission of the student.

Meals

In the event that a student is confined to a residence hall due to illness or injury, a meal ticket for a sick tray order may be obtained in the Health Center or after hours from the Residence Staff. The sick tray order card will state the length of time for meals and the type of foods the student should receive. This card enables another classmate to bring food from the Cafeteria to the ill student.

Sports Injury and Team Physicals

Athletic-related injuries must be seen in the training room by the Head Athletic Trainer. A certified athletic trainer is in attendance at all home events, and an experienced student trainer travels with the team to most away contests. If a student-athlete needs medical attention at any other time, the injured student should be taken to the Lake Forest Hospital Emergency Room.

Physical examinations are required of all students who play varsity athletics. New students (freshmen and transfers) who plan to participate in intercollegiate athletics must go through an orthopedic screening performed by the College's team physician. In addition, all new student-athletes must obtain a physical exam prior to their season. The exam should be conducted by the student-athlete's primary care physician during the summer months prior to enrollment. Physical forms are mailed on July 1.

If these requests are not met, students will not be permitted to participate in intercollegiate athletics. Physical screenings for returning athletes are done by the Health Center and Athletic Training Staff or by their own physicians. Physical examination forms can be picked up at the Health Center or Training Room.

HEALTH IMMUNIZATION POLICY

All Lake Forest College students registered for course work (excluding auditors) must comply with the Illinois State Department of Public Health College Immunization Code and the health immunization policy of Lake Forest College. Proof of Immunization forms are available from the Office of the Dean of the College.

The policy requires compliance by the end of the first semester of attendance. Students who are not in compliance with the policy will have their second semester registration canceled until they have fulfilled the necessary requirements. A late registration fee will apply.

The Health Center will implement the policy. All exemptions from compliance to the policy must be validated by the Health Center. These exemptions may include medical, age, and religious reasons as stated in the Illinois policy. Requests for exemption must be initiated by the student and completed by November 1 for students entering the school fall semester and by August 1 for students entering the school spring semester.

If a student is not in compliance at the time of withdrawal from the College, the Dean of the College or Community Education Director will mark the student's file clearly in the event readmission should be sought at a later date. Readmission consideration will not be granted until the medical form has been properly executed.

HEALTH INSURANCE PROGRAM

All full-time and part-time undergraduate students are required and eligible to participate in the student health insurance program unless a written waiver is presented indicating evidence of equal or superior coverage. Insurance waiver forms may be obtained from the Business Office. Completed waivers must be returned to the Business Office by September 15 for full year registration and by February 1 for spring semester registration. The provisions of the College Insurance Plan are detailed in a pamphlet available in the Health Center or Business Office, as are claim forms. It is the responsibility of the student or parent to complete the claim form and to submit it to the Business Office for processing.

The College carries an additional insurance policy for intercollegiate athletics for "in season" varsity athletic related injuries; this policy looks first to other coverage and has a $250 deductible per injury.

Students enrolled in any program abroad are required to have insurance coverage for medical evacuation and repatriation of remains. A separate policy is available for students not covered by the College insurance. Contact the Business Office.

LIBRARY AND INFORMATION TECHNOLOGY (LIT)

The Office of Library and Information Technology, which includes both library and computing services, is responsible for helping students find, evaluate, and utilize information and for facilitating the use of technology at Lake Forest College.

Computing Services

The Office of Library and Information Technology is responsible for computer, network, and telephone systems. All students receive a username and password for accessing LIT services, including E-mail, World Wide Web, personal home pages, and laser printing. The main computing laboratory, located in Johnson B, contains both Macintosh and Windows computers. The Johnson computer lab is open 24 hours a day, and a lab assistant is on duty six days a week. Many of the residence halls (namely Blackstone, Deerpath, Lois, and Nollen) also contain smaller computing labs. An additional computing lab is housed in the Donnelley Library in Room 50.

A variety of software is available for word processing, statistical analysis, Web browsing, email, etc. This software may not be removed or duplicated for use on privately owned computers. All computer laboratories have a direct connection to the College network and to the Internet beyond. Students in residence halls can connect their personally owned computers to the campus network. Students wishing to do this should contact a member of the LIT staff for more information.

Students are reminded that the Lake Forest College network exists for the primary purpose of transmitting and sharing information. It is the policy of LFC to provide the broadest access possible to the Internet to all members of the LFC community. Students may not, under any circumstances, use the campus network for the unauthorized distribution or the copying of copyrighted software. Due to bandwidth restraints, students may not run MP3 servers or other programs deemed by LIT to use excessive network resources. Questions about these policies may be referred to the Director of Library and Information Technology.

Libraries: Donnelley and Freeman Science

The Donnelley Library is the main campus library and is open 96 hours per week. The Freeman Science Library, located adjacent to the Johnson Science Center, houses the Chemistry and Physics collections.

Finding Books in the Library Collection

Books and other materials in the Lake Forest College Libraries can be found in the online catalog, ILLINET Online. Computers for searching ILLINET Online are available in the libraries. In addition, ILLINET Online can be searched from any computer on campus that is connected to the campus network.

In addition to providing easy access to the holdings of the Lake Forest College Libraries, ILLINET Online provides holdings information for 42 other academic libraries in the state of Illinois including the University of Illinois. Students may borrow books from these libraries by issuing a request through the ILLINET Online system. Lake Forest College students may also use the collections of many of the libraries in the Chicago area. Students should stop by the Reference Desk in Donnelley to obtain more information about using these neighboring libraries.

Reference Assistance
Library staff always welcome questions from students who are seeking assistance in using the Library. Reference librarians are available to help students find information of any kind, be it for a term paper or other class-related assignment, or simply to help satisfy one's curiosity about a particular fact or statistic. Librarians are happy to schedule appointments with students for assistance with in-depth research projects. The Reference Desk may be reached by telephone (x5074). A reference librarian is on duty during most library hours.

Other Services
Facilities for individual and group viewing of and listening to audiovisual materials are available on the lower level of Donnelley. The Library AV collection is also housed nearby.

Microfilm readers and printers are available on the lower level in a room adjacent to the AV area. AV staff are available to assist in the use of this equipment.

Faculty members often place books and articles on "reserve" in the library. Students looking for materials that have been placed on reserve should ask for these materials at the Circulation Desk. Students will need their IDs to check out reserve materials. Materials on reserve may not be taken from the Library.

Telephone Services
Local telephone service is provided for all students living in residence halls. Students must provide their own telephones. Long distance service is available, or a student may use a telephone card from his or her own long distance carrier.

Misuse of campus telephone systems for placing prank or harassing phone calls will incur Judicial Sanctions. If you receive harassing or prank phone calls, please contact the Department of Security immediately.

LOANS
(For emergencies or off-campus programs)

Loan funds are available from the Office of the Dean of the College for short-term emergency expenses and to assist students who wish to participate in off-campus study programs, practice teaching, or other academic opportunities directly supported by the College.

Loans will be granted for specifically demonstrable emergency educational or personal expenses (for example, medical expense, travel expense due to death or illness in the family, etc.). A nominal interest charge is levied for use of these funds, and payment is due no later than the end of the semester in which the loan was granted. Grades and transcripts will be withheld for delinquent accounts.

Funds may not be loaned to pay College bills or other expenses that should normally be anticipated as a cost of attending college (for example, telephone bills, car maintenance, etc.).

MAILING SERVICES
Commons, Lower Level

All mail and packages are received and processed through the College Mail Room. The service window is open from 10 a.m. to 5 p.m. Monday through Friday, closed Tuesday between 10:25 and 11:25 a.m. for Convocation. Students are assigned a box for the period of time they are in attendance at Lake Forest College. Box numbers and combinations can be obtained at the service window.

The correct format for addressing incoming mail to a student at LFC is:

Student's Name

LFC Box #0000

555 N. Sheridan Rd.

Lake Forest, IL 60045-2399

Packages may be shipped by USPS or UPS. Please see the Mail Services Brochure for details of these and other services.

PRINTING SERVICES
Young Hall Annex

Photocopiers are available for either self-service or operator-assisted copying at a nominal charge. A variety of recycled papers is available for resumes; and matching envelopes are stocked, as well as a selection of colored papers for brochures, announcements, and flyers. Professional graphic design services and offset printing are available for student organizations as well as the various College departments. Hours are Monday-Friday, 8:30 a.m. - 5 p.m..

STUDENT EMPLOYMENT
Students interested in obtaining employment on campus should see the Business Office. Student aid recipients whose employment offer reads "federal work-study" will be placed first. All student employees must have completed and have on file W-4 and I-9 forms, which are available in the Business Office from the Cashier.

RENTAL VAN POLICIES AND PROCEDURES
1. The Facilities Management Department has rental vans available for rent to College-funded student groups with advisors. Vehicles may be used only for College-funded and College-sponsored activities. (College vehicles are insured only when used for College activities. They are *not* insured when they are used for an individual's personal business.)

2. Vehicles are reserved on a first-come, first-served basis. In the event of a scheduling conflict, academic uses of vans will be given priority. Size of the groups, destinations, and alternative methods of transportation will all be considered by Facilities Management as we attempt to resolve scheduling conflicts. We cannot guarantee reservations for specific vans.

3. Reservations for student groups may only be made by the advisor of a recognized student group. Reservations will not be considered confirmed until a completed reservation form is submitted.

In order to accept a van reservation request, the Facilities Management Department must have the following information at the time of the reservation request:

- completed reservation form
- the name of the department or group requesting the van
- the name of the advisor of the group
- the name of the registered driver
- the exact date and time of the van rental
- the destination of the rental van
- the account number to be charged
- the purpose of the use of the rental van
- signature of faculty and staff member if accompanying van.
- signature of appropriate DOF or DOC staff member if faculty/staff member is not accompanying van.

4. Drivers must have a valid U.S. operator's license and be registered by the Facilities Management Department as being authorized to drive these vehicles. To register, the driver must present a valid U.S. driver's license, complete a Driver Certification Form, and read the rules to be followed in the use of the vehicles. Drivers must re-register each academic year. Please be advised that the College's insurance carrier will request Department of Motor Vehicle records for all registered drivers. In addition, in order to drive the 15-person van, the driver must have previously been given a test drive by Facilities Management. Drivers must show and carry their valid U.S. driver's license every time and anytime before they drive a College vehicle. Only employees and students of Lake Forest College may drive College vehicles. A certified driver may drive for any group or department of the College.

Unfortunately, international students without a valid U.S. drivers' license may not drive College vans. (International students who wish to apply for a U.S. drivers' license can contact Intercultural Relations for more information).

5. Reservations for vehicles must be made at least 24 hours in advance, and they should be made as far in advance as possible. We must have an 8-hour notice for cancellation of a vehicle. The minimum charge is $10.00 for reservations or not canceling a reservation.

6. During the week (Monday-Friday), keys may be picked up at the Facilities Management Office until 5:00 p.m.. After 5:00 p.m. and on weekends, keys may be obtained at the Campus Security Office. Keys should not be picked up sooner than one-half hour before the time of the van rental.

7. Only the registered drivers(s) assigned to the vehicle is (are) authorized to drive College vehicles. If the registered driver does not, cannot, or should not do all of the driving, it is the responsibility of the group to have additional registered drivers along. If a person claims to be registered but is not, insurance will not cover the van and the driver will be held responsible.

8. Any overnight trip, round trip in excess of 250 miles, or trip requiring one-way driving in excess of four hours must have two registered drivers, and one must be an adult registered driver over 25 years old. This adult must be willing to accept temporary reimbursable financial responsibility in the event of a mechanical breakdown and therefore must have a valid major credit card. This registered adult must sit in the front passenger seat and act as a
"navigator" and copilot. This person is responsible for assuring that the driver remains alert and free from distractions.

9. No alcoholic beverages or controlled substances are permitted in College vehicles. Any alcoholic beverages or controlled substances being consumed or transported in the vans will result in the person and the organization having van rental privileges revoked.

10. Report all accidents to Facilities Management or Campus Security immediately. If you have an accident, do not admit fault. The driver is authorized to provide the information contained on the certificate of insurance located in the glove compartment. The driver is required to obtain the following information from the other driver(s): name, address, phone, drivers' license number, insurance company, automobile insurance policy number, and the other driver's insurance agent's name and phone number. Give this information to Facilities Management or Security.

11. Vehicle or property damage due to negligent driving will be the responsibility of the driver. Any moving violations, parking tickets or citations for non-use of seat belts will be the responsibility of the assigned driver. All drivers and navigator/copilots are required by Illinois law to wear safety belts. The driver is required to pay all fines, court costs, penalties, or other expenses for parking, traffic, or other violations during the period for which the driver is assigned the vehicle.

12. Vehicle malfunctions should be reported to the Facilities Management Office and Campus Security.

13. Reimbursement for gas purchases will be made upon presenting proper receipts with vehicle plate identification to the Facilities Management Office. We request that if you are low on gas you purchase only enough to return to campus.

14. Vehicles should be returned at the scheduled time. In the event you cannot return on time, notify the Facilities Management Office or Campus Security, reporting the estimated time of arrival.

15. Vehicles should be returned in clean condition with windows rolled up and doors locked to the parking places reserved for them in front of the Facilities Management Office

16. The keys (with the key tag completely filled out) must be returned to the Facilities Management Office upon completion of the trip. After 5:00 P.M. the keys may be deposited in the key drop slot in the entrance door to the Facilities Management Office. Failure to completely and accurately fill out the key tag may result in Facilities Management estimating the cost of the vehicle use.

17. Lake Forest College is not responsible for personal property that might be damaged, lost, or stolen from the vehicle.

18. Failure to follow these rules may result in the revocation of rental privileges. The Facilities Management Department of Lake Forest College reserves the right to interpret these rules and enforce these policies.

REMINDER: Students and employees of Lake Forest College must re-register each year to drive a van!

SCHEDULE OF FINES

Cancellation without 8 hours notice.....	$10
Vehicle not returned to proper spot.....	$5
Late return of vehicle.....	$10
Misuse of vehicle.....	$20
Failure to report accident.....	$10
Failure to enter beginning and ending mileage on tag.....	$8
Improper driver.....	$20

WRITING CENTER

Carnegie Hall

The Writing Center offers free tutorial assistance, information, and resources to all students who want to become better writers or who need to cope with unfamiliar writing tasks of every type: short papers, lab reports, business letters, cover letters, research papers, senior theses, or letters of application. The Director of Writing Programs, the Writing Center Assistant, and a staff of well-qualified student tutors provide a free support service at all levels of writing competency: help with grammar, punctuation, manuscript preparation, and style; guidance in better organization, outlining, proofreading; writing instruction for non-native speakers; English language instruction for non-native speakers; and instruction in wordprocessing on microcomputers for beginners and experienced users.

Handouts on various aspects of writing are available free of charge and may be consulted in the Center's tutoring offices. A well-stocked library of style manuals and dictionaries may be consulted in the Center's tutoring offices. These materials cover the needs of all disciplines taught at the College, just as the tutorial staff represents a wide spectrum of disciplines and writing experience. Please note that the Writing Center is not a proofreading service, but rather a place where students learn how to write well.

The Writing Center is open to all members of the campus community at regular hours six days a week, Monday through Friday and on Sunday. Drop-in visitors are welcomed on a first-come, first-served basis, but students are encouraged to schedule appointments by phoning the Writing Center at ext. 5233.

SECTION IV
HONORARY SOCIETIES & AWARDS

HONORARY SOCIETIES

Alpha Psi Omega (Dramatics)

Alpha Psi Omega is a national dramatics honorary society dedicated to the promotion and recognition of excellence in college theatre.

Lake Forest College's Nu Sigma chapter was established in 1954 and for more than 40 years has served to honor scholastically outstanding students who have attained at least a 3.2 GPA overall and who have shown superior accomplishment in dramatic arts at Lake Forest College by participation in at least five productions.

Membership is determined by the current student membership with the advisement of the faculty sponsors. An initiation ceremony is traditionally performed each spring.

Beta Beta Beta (Tri-Beta) (Biology)

Beta Beta Beta, whose Lake Forest College chapter dates back to 1935, functions as an honor society for students of the biological sciences. Its activities are designed to stimulate interest, scholarly attainment, and investigation in the biological sciences, as well as to promote the dissemination of information and new interpretations among students of the life sciences.

To become an active member of Tri-Beta, a student must be a biology major and have earned grades of B or A in at least three biology courses counting toward the major, (one of which must be above the introductory level), must have completed the equivalent of at least three terms of study at Lake Forest College, and must have an overall 3.0 GPA in the major. Associate membership is open to any student with an interest in the life sciences who has earned a grade of B or A in two biology courses counting toward the major and has an overall GPA of 2.67. Members are elected each term, and officers are elected from among the active members at the last meeting of each school year.

Kappa Delta Pi (Education)

Kappa Delta Pi is an international honor society organized to promote excellence in education. It recognizes education majors who exhibit the ideals of scholarship, high personal standards, contributions to education, and promise in teaching. The Tau Psi chapter was chartered at Lake Forest College in 1994, replacing Kappa Phi Kappa, a local honor society.

During the spring semester of each year, students who have been admitted to the Education Department and have successfully completed fieldwork as well as two other courses in education with a B (3.0) or better, and who have attained a 3.2 GPA overall, are invited to join Kappa Delta Pi.

Omicron Delta Epsilon (Economics)

Omicron Delta Epsilon, the international economics honorary society, is dedicated to the encouragement of excellence in economics. It encourages devotion on the part of its members as economists to the advancement of their science and to the scholarly effort to make freedom from want and privation a reality for all humankind. The Rho chapter of Omicron Delta Epsilon was established at Lake Forest College in 1985.

During the spring term of each year, students who have compiled a 3.0 GPA overall, a 3.0 GPA for at least 12 credits in economics (three Lake Forest College courses), and have expressed a genuine interest in economics will be invited to join Omicron Delta Epsilon.

Phi Beta Kappa

Phi Beta Kappa is an academic honorary society dedicated to the recognition of superior academic achievement in the liberal arts and sciences. The Lake Forest College chapter (Theta of Illinois), one of 242 in the nation, was founded in 1962. To have a Phi Beta Kappa chapter approved by the national organization is a high honor for a college. In order to win a chapter, the college or university must meet Phi Beta Kappa standards in providing a solid and high quality liberal arts program.

Both faculty and students are members of Phi Beta Kappa. It is the faculty membership that each year elects student members on the basis of outstanding academic achievement. Ordinarily these are graduating seniors, but it is possible, in the case of extraordinary achievement, to be elected in the junior year. This is rare and is to be regarded as a special honor. New Phi Beta Kappa members are initiated in a special ceremony that takes place in the spring.

The criteria for election include sustained academic excellence as reflected in a strong academic record. Weight is given to the breadth of the program pursued by students, as shown by the number and variety of courses taken outside the major. Weight is also given to balance and proportion in the student's degree program as a whole. (Professional education and business courses and internships are not counted.) Finally, a student elected to Phi Beta Kappa is expected to have demonstrated at least a minimal knowledge of mathematics and a foreign language appropriate for a liberal arts education.

Phi Sigma Iota (Foreign Languages)

Phi Sigma Iota is the foreign language national honor society. Its purpose is to cultivate interest and encourage excellence in the field of foreign languages. The organization offers its members and the College community at large an opportunity to come into contact with different aspects of foreign language and culture.

Candidates for membership must have reached the 300 course level in a foreign language at Lake Forest College or equivalent courses at another institution. They must also have a 3.00 GPA in a foreign language, as well as an overall 3.00 GPA.

Phi Sigma Tau (Philosophy)

Phi Sigma Tau is the national honor society in philosophy and is dedicated to honoring academic excellence and philosophical interest and to stimulating philosophical discussions on the local and national levels. Philosophical exchanges are promoted through the activities of the local chapters and through publication of Dialogue, the journal of the national organization.

Lake Forest College's chapter was established in 1981. The chapter has sponsored panel discussions and colloquia by Lake Forest College students and by faculty members from Lake Forest College and from outside institutions.

Membership is awarded to outstanding students and faculty with interests in philosophy. Students can become eligible after three semesters of course work, which must include three courses in philosophy.

Pi Sigma Alpha (Political Science)

Pi Sigma Alpha is the national political science honorary society. The Lake Forest College chapter was founded in 1971. Its purpose is to stimulate productive scholarship and interest in the subject of politics and government by honoring superior students in this field.

To become members, students must be either juniors or seniors; must have taken four politics courses above the 100 level (at least two of those at Lake Forest College, and at least one at the 300 or 400 level); must have a B+ (3.33) average in political science courses above the 100 level; and must have an overall B (3.0) GPA in all courses.

Psi Chi (Psychology)

Psi Chi is the national honorary society for psychology majors who have been recognized for their academic excellence. The Lake Forest College chapter was established in 1960. Its purpose is to organize social and intellectual activities for psychology majors.

In the spring of each year, the present members review a list of psychology majors who have at least a 3.5 average in psychology courses and a 3.0 overall GPA. Those students who qualify are invited to join Psi Chi.

Sigma Pi Sigma (Physics)

Sigma Pi Sigma is the national physics honorary society. Its purpose is to promote excellence in physics by recognizing outstanding physics students. The original Lake Forest College Sigma Pi Sigma chapter dates back to May 31, 1930, which makes it one of the oldest chapters in the country. Membership requirements are an overall B (3.0) GPA, excellence in physics, and the completion of courses through the sophomore level in physics. New members are chosen by present Lake Forest College faculty each spring.

Sigma Xi (Science)

Sigma Xi, The Scientific Research Society, is a national honor society established in 1886 by a group of students and faculty at Cornell University. The Lake Forest College chapter of the society, established on April 26, 1988, is one of more than 500 clubs and chapters worldwide. The society was established to honor and promote excellence in scientific research, and to encourage a spirit of cooperation and companionship among scientists from all fields. Although scientific research is highly

specialized, the society promotes a view of science that emphasizes linkages rather than divisions. Members of the Lake Forest College chapter include faculty and students. Qualified scientists are inducted into the society each year at an annual banquet. Students who have demonstrated a potential aptitude or ability in independent scientific research are elected as associate members.

STUDENT HONORS AND AWARDS

The College community honors and rewards the outstanding achievements of its students and faculty by acclaiming them in public and by awarding them significant prizes at the Fall Honors Convocation and the Senior Honors Convocation in May.

In keeping with the dignity and College-wide importance of its convocations, only the most outstanding achievements are to be honored in this way. Prizes are awarded to the best students who have proved themselves genuinely outstanding by absolute rather than relative standards. Each prize is to be a distinguished and valuable reward commensurate with the occasion and with the prizewinner's achievement.

Such distinction and value are embodied particularly in the prizes endowed and donated by friends and alumni of the College to perpetuate their ties to the academic community. These awards, presented at the Fall and Spring Honors Convocations, collectively express and celebrate not only intellectual and personal excellence but also the special, enduring relationship between present and past generations of Lake Forest College.

Outstanding students in academic areas for which there are no endowed or donated prizes are honored out of the College's own prize fund for graduating seniors. Awards and prizes other than those referred to above are presented at departmental gatherings or at chapter meetings of the respective honor societies.

GENERAL

The Alpha Sigma Kappa Class of 1938 Memorial Prize

This prize was established in 1993 by members of the Class of 1938 who were members of the Alpha Sigma Kappa fraternity. The prize is given to a senior student who has sustained a 3.4 GPA, has participated in at least two extracurricular activities on campus, and, in addition, has exhibited a strong commitment to community service while a student at Lake Forest College for at least the last two years. The recipient of the prize is chosen by the Dean of the College and two faculty members. The prize is presented at the Senior Honors Convocation in the spring.

The Bird Award for Intellectual Contributions to the Campus Community

The Bird Award recognizes an individual from the Lake Forest College community--faculty, staff, student, or friend--who brings to the campus a special measure of intellectual fervor and commitment. Such a contribution, demonstrated outside the classroom, may be evidenced either within or outside of campus organizations. The recipient is to be an individual who by action or words challenges the minds of others and who serves as a model for those who study or work at the College. The recipient is chosen by a committee composed of the President, the Provost and Dean of the Faculty, the Dean of the College, the Chair of the Trustee Committee on Student Affairs, and the current recipient of the award. The Bird Award, established by an anonymous donor in 1992, honors Elizabeth Bird Parks, Lake Forest College 1932, and her father, Harry Lewis Bird, Lake Forest College 1894. The Bird Award is presented at the Fall Honors Convocation.

The Peter C. Clute Award for Outstanding Character

The Peter C. Clute Award for Outstanding Character was established to honor the memory of Peter C. Clute, class of 1973, whose "boundless energy and infectious and unceasing enthusiasm brought great happiness to all who knew him." The fund was established through the generosity of Peter's friends and classmates. The recipient of the award, selected by the staff in the Office of the Dean of the College, in consultation with other Lake Forest College students, ". . . shall be that Lake Forest College student whose uniquely positive attitude and whose joy in living inspires and enhances the lives of those around him or her." The award is presented at the Spring Awards Convocation.

The Jacob Wardwell Edwards Prize

The prize was established by friends and relatives in memory of Mr. Edwards, former Director of Admissions. The prize is given annually to the freshman student who is judged to have demonstrated the most outstanding qualities of leadership by a committee composed of the Dean of the College, the Director of Admissions, and the Student Government President. The award is announced and presented at the Fall Honors Convocation.

The Scott Fossel Prize

The Scott Fossel Prize was established in 1993 to recognize a rising sophomore and a rising junior who exhibit positive leadership attributes in scholarly and/or extracurricular activities as Mr. Fossel, Lake Forest College 1975, demonstrated as a student. The recipients are chosen by a committee of representatives of the faculty, administration, and the Dean of the College, appointed by the Provost and Dean of the Faculty. The Scott Fossel Prizes are awarded at the Fall Honors Convocation.

The Emma O. Haas Memorial Awards for Merit in Scholarship

The late Judge John F. Haas, a graduate in the Class of 1900, established the annual awards in memory of his mother. A cash prize is awarded to a senior class student outstanding in scholarship as selected by the Dean of the Faculty. This award is announced and presented the day of the annual Senior Honors Convocation. Awards are also given at the Fall Convocation to the students with the best all-around academic record of the previous year's juniors and sophomores.

The Freshman Writing Contest Award

The Freshman Writing Contest Award was created to encourage interest and excellence in writing. The Contest is juried by faculty members, and the Award is presented at the Fall Honors Convocation.

The McPherson Prizes for Excellence in Scholarship

Each year several prizes given for excellence in scholarship are named after the Reverend Simon J. McPherson. A sum of $3,000 was contributed in 1899 by his friends to establish prizes in English, philosophy, French, German, Spanish, and dramatics. The winners are chosen by the department heads and are announced at the Senior Honors Convocation.

The Edward H. Oppenheimer Memorial Prize

Awards are given each year to a senior man and a senior woman who are judged to have contributed the most to the College community. The selection committee consists of the three Student Government officers, two representatives from the Office of the Dean of the College, and one faculty member. The prize, given by James K. Oppenheimer, Class of 1965, honors his father. It is awarded and announced at the Senior Honors Convocation.

Pearl E. Pauker Prizes

Two awards were established in 1989: The Pearl E. Pauker Prize in Writing and the Pearl E. Pauker Prize in Science. The former recognizes the students whose papers win honors in the Lake Forest College Writing Contest; the latter recognizes outstanding experimental science research below the senior prize level, for work done at Lake Forest College through the summer following the junior year.

Phi Beta Kappa Senior Thesis Award

This award is given in recognition of outstanding scholarship, intellectual maturity, originality, and competence in academic skills as evidenced in the senior thesis. The award is presented at the Senior Honors Convocation by the Lake Forest College Phi Beta Kappa Association.

The Tamara Lee Wefler Award

This award was established by the class of 1977 in memory of their classmate Tamara Lee Wefler (1955-1975). The prize is awarded annually to that senior whose independent spirit has encouraged the acceptance of a diversity of values and beliefs among the student body; whose inspiration and enthusiasm have promoted the highest standards of character and integrity in others; and whose actions have consistently demonstrated a sensitivity for and an interest in the welfare of others. This award is conferred by a committee consisting of the three Student Government officers, two representatives of the Office of the Dean of the College, and one faculty member selected by the other members of the committee. It is announced and awarded each spring at the Senior Honors Convocation.

AMERICAN STUDIES

The W. Gordon Milne Prize in American Studies
This prize was established in the spring of 1990 to honor the memory of Professor Milne, who served with distinction at Lake Forest College from 1951 to 1986 as a professor and chairperson of the Department of English. Professor Milne was instrumental in developing the interdisciplinary major in American Studies. This prize is awarded at Senior Honors Convocation to a student who is judged by the members of the American Studies Committee to have done the most outstanding work in this field.

ART

The Alex F. Mitchell Senior Prize in Art History
This prize was established by Ramona Mitchell to honor the memory of her husband and colleague Professor Alex F. Mitchell, who passed away in December 1996 after serving Lake Forest College with distinction as professor and chairperson of the Department of Art. The prize is intended for the student or students who, in the judgment of the chairperson and other members of the department, have been outstanding in art history. It is awarded at the Senior Honors Convocation.

ATHLETICS

Scholar/Athlete Award
The athletic letter winner having the best scholastic record for the three terms preceding the annual Fall Honors Convocation will be the Scholar/Athlete Award winner. There is a Scholar/Athlete Award for each class. The senior winner is honored at the Senior Honors Convocation.

The Nicholas J. Wasylik Senior Athletic Award
This award was created and endowed in 1983 by Seymour H. Knox IV, a Lake Forest College graduate of the Class of 1979, to honor Nicholas J. Wasylik, who served on the faculty of the College from 1958 to 1979 as Director of Athletics, coach, physical educator, and, in his earlier years, as assistant professor of Russian. The Award is presented to the senior athlete who best emulates the positive, outgoing attitude, as well as the drive and determination of Nicholas J. Wasylik. The recipient is chosen by the Athletic Director in consultation with the members of the Athletic Department. It is awarded at the Senior Honors Convocation.

ECONOMICS

The H. Murray Herlihy Prize in Economics
This award was created and endowed in 1982, initially by a 1974 alumnus, as well as by other students, to honor Professor Herlihy, whose influence during his 25 years of service to the College, from 1957 to 1982, had touched their academic and professional careers. It is awarded to the outstanding senior economics major at the Senior Honors Convocation.

The Warren A. Peterson Memorial Award in Economics
This award was established by members of Mr. Peterson's family. The prize is awarded annually to student(s) majoring in economics, with grades, activities, and leadership qualities as the criteria used for selection. It is awarded at the Senior Honors Convocation.

ENGLISH

The Gail DeHerder Memorial Prize in Creative Writing
The Class of 1959 established a memorial fund to honor Gail DeHerder, a member of the class for three years. The income from this fund is used to provide a cash prize to be awarded each year at the Senior Honors Convocation to the senior who submits the best piece of creative writing.

GERMAN

The Wilhelm Meister Prize
This prize recognizes the achievement of the senior student who has made the greatest progress in German studies over four years at Lake Forest College. The recipient's career exemplifies the possibilities of a German major at the College for students with little or no background in the field. It is awarded to a senior chosen by the Department of Foreign Languages faculty and presented at a departmental meeting.

HISTORY

The Richard W. Hantke Award in History
This award is presented to a graduating senior majoring in history or in an interdisciplinary field in which the study of history is emphasized. In the opinion of the history faculty, this student must clearly merit recognition for distinguished performance in the study of history at Lake Forest College, as evidenced in classroom work, in independent study and research, and in general appreciation of the discipline of history. The award is presented at the Senior Honors Convocation.

LATIN AMERICAN STUDIES

Senior Prize in Latin American Studies
Established by the Latin American Research Institute in the spring of 1997, this prize is awarded to a senior for excellence in Latin American Studies as demonstrated by the student's academic transcript and exemplary participation in research projects or internship programs related to Latin America. The prize is awarded at the Senior Honors Convocation.

LINGUISTICS

Superlative Achievement in Linguistics Award
This award is presented to a student who demonstrates superlative achievement in the linguistics courses offered by the Department of Foreign Languages and Literature. It is usually awarded to a senior chosen by the language department faculty and presented at a departmental meeting.

MATHEMATICS

The Harold B. Curtis Prize in Mathematics
In 1967 alumni and faculty members who knew Professor Harold Bartlett Curtis during his long period of service to Lake Forest College created an endowment fund in his honor in order to establish a prize to a senior who is judged by the faculty of the Department of Mathematics as the outstanding student majoring in mathematics. The prize is an appropriate set of books chosen by the recipient in consultation with the Mathematics Department and presented at the Senior Honors Convocation.

PHILOSOPHY

The Fran Asher Prize for Excellence in Philosophy
This prize was established in 1988 to honor Fran Asher, a student who graduated with honors in philosophy in the Class of 1970. It is awarded to a junior majoring in philosophy who has demonstrated original and creative work in the field that suggests unusual capacity for future work in philosophy, and is presented at the Fall Honors Convocation.

PHYSICS

The Harald C. Jensen Prize
This prize is awarded to the senior physics major who has written the most outstanding senior thesis describing his or her original independent research in experimental physics. The recipient is selected by the faculty of the Physics Department and is honored at the Senior Honors Convocation. The award is named for Harald Jensen, professor of physics, who served on the faculty for 31 years.

POLITICS

The Solly A. Hartzo Award in Politics
In 1971 the Department of Politics established an endowment fund, the income from which is to be used to provide the Solly A. Hartzo award for excellence in the study of politics and government. This annual award in memory of Professor Hartzo, a member of the faculty for 35 years until his retirement in 1965, is presented at the Senior Honors Convocation to an outstanding senior student majoring in politics and selected by the faculty of that department.

PSYCHOLOGY

The Sterling Price Williams Prize in Psychology
This prize in psychology, given by friends in honor of Dr. Williams, professor of psychology and philosophy at Lake Forest, consists of books on the subject of psychology chosen by the recipient. The student to whom the award is made is selected by the members of the faculty of the Department of Psychology as the senior psychology major who shows greatest promise in this field. It is awarded at the Senior Honors Convocation.

RELIGION

The Scott Award in Religion
In 1957 Mildred Scott of Cleveland, Ohio, established by endowment "The Scott Award of Excellence in the Study of Religion." The annual cash award honors her parents, Mr. and Mrs. Lyman H. Scott. It is given at the Fall Honors Convocation to that student, usually a junior, who, in the opinion of the faculty in the Department of Religion, has done the most outstanding course work in the department.

THE SCIENCES

American Institute of Chemists Award
This award, given for demonstrated leadership and character, as well as high scholastic standing and potential for advancement in the chemical profession, is presented at a departmental gathering.

Analytical Chemistry Award
This award is given by the Analytical Division of the American Chemical society. The prize is a one-year subscription to the *Journal of Analytical Chemistry* and is awarded at a departmental meeting.

The Freshman Achievement Award in Chemistry
CRC Press of Cleveland, Ohio, gives annually a copy of the Handbook of Chemistry and Physics to an outstanding student in freshman chemistry. The recipient is selected by the faculty of the Department of Chemistry and honored at a departmental gathering.

The Fredericka L. Stahl Memorial Awards for Excellence in Science
Judge Haas established these annual cash awards in memory of his wife for excellence in science. The recipients of the awards are determined, in consultation with the Dean of the Faculty, by a committee of faculty members and announced at the Senior Honors Convocation. The prizes are awarded to the senior class students who have the best records in the field of natural sciences. Students who major in biology, chemistry, or physics are eligible. Excellence in the natural science courses forms the primary basis for selection. Attitude, habits of work, and spirit of cooperation are all taken into consideration by the committee.

Merck Organic Chemistry Award
Merck & Company of Rahway, New Jersey, presents a copy of the Merck Index at a departmental gathering to the outstanding student in organic chemistry.

SOCIOLOGY AND ANTHROPOLOGY

The Leo F. Van Hoey Senior Prize in Sociology and Anthropology
This prize was established in 1987 in memory of Professor Van Hoey, who served as chairperson of the Department of Sociology and Anthropology for 15 years. It is Presented at the Senior Honors Convocation, awarded to a senior who is judged by the faculty of the Department of Sociology and Anthropology as the outstanding student majoring in this field.

SPANISH

The María Vélez de Berliner - Spanish Essay Award
This award was established by Jordan Berliner to honor his wife, María Vélez de Berliner, a 1987 graduate of Lake Forest College. The award promotes, encourages, and rewards the study of Spanish language and culture. The essay competition is open to all students who have taken or who are taking Spanish courses at the 300-level or beyond and others who can prove proficiency at that level the contest, however, excludes seniors. The award is presented at the Spring Awards Convocation.

SECTION V
RESIDENCE LIFE

ADMINISTRATIVE AUTHORITY FOR HOUSING
Housing and specific room assignments are privileges that may be cancelled, withdrawn, or changed at any time at the direction of the Dean of the College or other College officials. Lake Forest College reserves the right to use residence halls for housing students or for other purposes during recess periods.

ARRIVAL TIMES
All Residence Halls open at 9:30 a.m. on the day prior to registration for the given semester. Residents are required to check-in with a member of residence staff. During the check in process, residents receive their room key and sign the room Inspection Form (RIF). The RIF is an inventory of the furniture, fixtures, and condition of the floors, walls, door, and ceiling. Residence staff assess the room condition prior to check-in. It is the student's responsibility to review this form carefully prior to signing.

DEPARTURE TIMES
At the conclusion of each semester, all residence halls close at noon the day after the last scheduled exam. At the end of the year, resident undergraduates must check out of their rooms 24 hours after their last exam or by noon the Thursday prior to Commencement, whichever is earlier. Those graduating are required to leave by noon on the Sunday following Commencement. All residents are required to complete a room inspection at the time of check-out. Make an appointment with a member of residence staff to complete this step. It is the expectation of the College that students leave their room clean and damage free at the end of the semester.

All students who are approved for late departures must be available to work for a campus department a minimum of five hours both Thursday and Friday. Students working as ushers during Honors Convocation and Commencement must work a minimum of five hours.

Students working for campus departments will be paid in accordance with the College policy on student wages. Ushers will be provided meals rather than financial reimbursement for their service.

Unapproved early arrivals or late departures will result in a fines (see section on fines below).

BOARD
Board is required of all resident students for the full academic year and is so contracted with the food service company. Requests for release from the board plan should be forwarded to the Office of the Dean of the College with complete medical or religious documentation, which must include a detailed diet signed by a medical doctor or the proper religious leader. Only in the event that this diet cannot be met by the food service will releases be granted.

DAMAGE POLICY AND CHARGES
Damage is defined as any change in the condition of College-owned property occasioned by carelessness, accident, or intentional action on the part of students or their guests. At the end of the school year, all rooms will be inspected and occupants will be charged for missing or damaged items. The condition of the room as indicated on the Room Inspection Form completed by the student and/or staff upon moving into the room will serve as the basis for the inspection when the student no longer resides in the space.

Charges, except in cases of vandalism, will be determined by the actual cost (material, labor and overhead) of replacement or repair of the property damaged. The individual cost factors will be determined by information obtained from regular work orders used in carrying out the repairs. The cost may include material and labor obtained from outside of the College when the Facilities Management Department determines that is appropriate. Standards of type and quality of repair are to be determined only by the Facilities Management Department.

DETERMINING RESPONSIBILITY FOR DAMAGE

If the individual responsible for damage is identified, only that individual will pay. When the responsible individual cannot be identified, those persons living or present in the area may be charged. Students are prohibited from repairing any damage.

Resultant charges will be processed by the Facilities Management Department through its regular procedures. On a regular basis, the Damage Review Committee (composed of a representative from the Office of the Dean of the College, the Facilities Management Department, Security, and a student appointed by the Executive Committee of Student Government) will examine the weekly damage reports and hear any student appeals. The billings will be generated with instructions that the individual(s) being billed may appeal to the Damage Review Committee if desired.

Appeals must be submitted to the Damage Review Committee within ten working days of the date on the damage charge notice. The Committee has the authority to cancel specific charges or to levy charges when investigation by the Committee or the office of the Dean of the College yields identification of the responsible parties. Final authority and responsibility for all matters pertaining to damage on campus rests with the Office of the Dean of the College. If there is no appeal or if the appeal is denied, the charge will be forwarded to the Business Office at the end of the 10-day period.

DAMAGE CHARGES

Charges within student rooms will be determined by this list whenever applicable or by the actual cost (materials, labor, and overhead) of the replacement or repair of the property damaged, *whichever is greater*.

Bed Frame	$250
Chair	$75
Closet Door	$165
Desk	$250
Door-Refinished	$50
Doorknob and Lockset	$150
Dresser	$275
Lamp	$40
Light Fixture	$90
Light Fixture Globe	$35
Lock Core	$25
Mattress	$100
Medicine Cabinet	$200
Mini Blinds	$65
Mirror	$35
Paint	$150 (per wall/per coat)
Radiator Valve	$125 (room)
Screen	$100
Shower Curtain	$50 - $150
Sink	$25
Smoke Detector	$125/+labor
Telephone Jack	$25
Toilet	$40
Towel Rack	$250/+labor
Tub	$35
Tub-Refinished	$600/+labor
Wardrobe	$350
Waste Basket	$300
Window	$10
Window Lock	$350 up
Large Furniture	$50
	$500 a piece

ADDITIONAL FINES/BILLINGS

Early Arrivals (prior to opening)	$50 per day
Late Departures (after closing)	$200 per day or $50 per hour/per person
Failure to Properly Check out	$25
Removal of Furniture (from lounge or room)	$50 per item
Dismantling and/or Removal of Lofts	$65
Failure to Clean Room	$50
Insufficient Cleaning	$75
Garbage in Public Area	$50
Excessive Garbage	$75

If determined by the DOC office or Facilities Management that labor costs are greater than posted fees, fines may be higher.

FIRE SAFETY

Fire safety is of paramount importance to everyone in the College community. In order to adequately safeguard lives. All individuals are required to evacuate the building, closing (but not locking) doors on the way out. Once outside, move well away from the entrance and exit doors. **All fire alarms are presumed to be real.**

Do not return to the building until you are authorized to do so. Students who fail to vacate the building during a fire alarm will be issued a judicial notice and will face sanctions.

In compliance with all local and state fire ordinances, all residents should be aware of the following safety guidelines:

1. Room decorations: Tapestries should be set against the wall and well away from all outlets. Room furnishings must not impede quick access to corridors from the sleeping areas, especially in the quads. Fire retardant sprays are suggested for all wall coverings.

2. Appliance use in student rooms should be regulated by common sense. Do not overload one outlet with a myriad of extension cords and octopus plugs. An overload could cause an electrical fire. Students may not splice into the electric wiring for any reason.

3. Smoke detectors: Smoke detectors are furnished in each residence room and should not be tampered with or disconnected. A $50 fine for tampering will be assessed to each resident. Additional smoke detectors and approved extension cords are available at local hardware stores.

4. Trash cans should be kept away from bed coverings and furnishings. Do not store cans in closets. Do not throw cigarettes into trash cans.

5. The following are prohibited:

   a. Storage of flammable materials

   b. Storage of newspapers in residence halls

   c. Storage of motor-driven vehicles in residence halls

   d. Storage that impedes access to rooms

   e. Live cut trees

   f. Storage of/discharging fireworks

6. False alarms or tampering with fire safety equipment violates Illinois law and will be severely dealt with by the Conduct Board and/or civil authority. Additionally, a fine of $500 may be imposed.

7. Individuals playing with safety equipment will be dealt with severely:

Fire Extinguisher Glass	$100
Fire Extinguisher (Shot Off)	$100
Missing Fire Extinguisher	$150
Exit Light (No Glass)	$75
Exit Light Glass	$25
Refilling Fire Extinguisher	$150

8. Fire escapes and fire doors are to be used only when the alarm sounds. Use of fire escapes or fire doors is strictly prohibited at all other times.

9. In order to allow safe passage, balconies on all South Campus Quad Buildings must be kept clear of furniture, trash, bikes, and all other items. Balconies may not be used as an extension of student rooms to accommodate gatherings or parties. Students who fail to comply with balcony fire safety regulations will be issued a judicial notice.

TO REPORT A FIRE, CALL 911.

GREEK ORGANIZATIONS

Unit members are expected to take reasonable steps in the planning of events to ensure the safety of persons and property. It is reasonable to expect that the consumption of alcoholic beverages will be controlled by group members. It is reasonable to expect group members to escort "problem" people out of the residence hall, not just out of the lounge or room. It is reasonable to expect designated group members to serve as host/bouncer/sergeant-at-arms-type persons during group functions.

A. Fraternities and sororities are to be reviewed each spring by the College Life Committee. These reviews will focus on the required areas listed below.

   1. Every organization must have a faculty advisor. It is the responsibility of the president of each organization to meet at least once a month with the advisor(s).

   2. Every organization must complete two on-campus and two off-campus service activities each semester.

   3. Every organization must possess a mission/philosophy statement that is compatible with the educational mission of the College

   4. When hosting social events, every organization must meet the requirements listed in the alcohol policy section of this handbook.

5. All pledging/new member program guidelines must be followed as listed below in this section.

6. All organizations will be asked to discuss academics, risk management, educational programs, general campus contributions/demeanor, and other topical areas as deemed appropriate by the committee.

Organizations failing to meet these requirements will face possible loss of campus privileges, including recognition as a student organization.

B. The Greek Council coordinates fraternity and sorority activities and business on campus. The Greek Council consists of four executive officers (president, vice-president, treasurer and secretary) and elected representatives from each fraternity and sorority. The Director of Campus Activities serves as advisor to this organization.

C. Rush consists of those activities that are aimed at recruiting and/or entertaining prospective new members and which take place prior to the selection of the new members. Rush events must follow the guidelines listed below.

1. During the fall semester, organizations are limited to rush activities/events.

2. There is to be no alcohol present at any rush events.

3. Rush events must be open to any interested students.

4. No rush events may occur off-campus without written approval from the Director of Campus Activities.

5. A calendar of all fall rush activities must be submitted to the Director of Campus Activities one week prior to the first scheduled event.

D. Pledging/New Member Programs: The following guidelines were developed by students in fraternities/sororities, staff, and faculty during the fall 1997 semester in response to a growing need within the Greek organizations at the College to redefine their new member education.

ese new guidelines center around respect for members. The accepting of new members should be a positive time of celebration and learning. It should not be a physical or emotional endurance period, filled with intimidation and harassment. The time should be used to educate new members about the organization and help them develop in the areas of academics, leadership, community service, career choice, social skills, and more. This is a good opportunity to begin training new members to be the future leaders of the organization. Groups are strongly encouraged to work to create unity throughout the entire organization during this time, not just between members of the new class. That will ultimately create a stronger organization. Building a bond, commitment, and trust between new members and the group can and must occur in constructive ways.

1. General Guidelines

a. The Director of Campus Activities will hold a meeting before the end of the first semester to review the new member program policy. All groups are required to have their new member chairperson attend. The presidents of each organization are strongly encouraged to attend.

b. Any student who wishes to join a Greek organization must register with the Campus Activities Office, completing and signing a registration form, and be familiar with the new member education policy before an invitation can be accepted.

c. All invitations to join a Greek organization will be given out after 5:00 p.m. Friday on one weekend in second semester. This weekend (herein known as "bid weekend") will be determined prior to the end of the first semester by the Dean of the College Office on the recommendation of the Greek Council.

d. Each group must submit a detailed schedule of events for their new member program to the Director of Campus Activities on the Monday prior to bid weekend. The schedule must, at a minimum, include a comprehensive list of activities for each week. Each event/activity in the schedule should be briefly described. At this time a list of potential new members must also be submitted for grade verification.

e. No student may be invited to join a Greek organization without first achieving a minimum cumulative GPA of 2.0 or higher, as well as a 2.0 the semester prior to joining.

f. New member activities, organized or unorganized, are not permitted in the dining hall.

g. Students may not sleep in lounges.

h. No new member activity may distract the attention of a class away from the educational process.

i. All activities are expected to conform to the rules of conduct in the residence halls.

j. Activities may not occur off-campus unless first approved by the Director of Campus Activities. No group may hold more than three approved events off-campus during new member programming.

k. Activities that interfere with or disrupt the lives or work of non-members are prohibited.

l. Each organization must have a registered faculty/staff advisor in order to conduct new member activities.

m. Once an individual has committed to a group and accepted a bid to be a new member, he or she may not join another fraternity or sorority at the College. An individual may not resign from one fraternity/sorority and join a different fraternity/sorority while enrolled as a student at the College.

2. Program Structure

a. New member activities are restricted to a maximum of 16 hours a week, with no more than 10 hours scheduled between Sunday at 5:00 p.m. and Friday 5:00 p.m.

b. Activities may not occur between the hours of 10:30 p.m. and 7:30 a.m. beginning Sunday evenings and Friday mornings.

c. New member education programs may be held in the second semester, beginning no earlier than bid weekend and ending no later than the Sunday following the fifth full week of classes.

d. Organizations are required to provide new members at least 15 hours of study time per week. The organization is responsible for keeping a log sheet tracking each new member's time spent studying. The organization should encourage each member to set specific study hours for themselves, but not for the new member group as a whole.

e. Organizations are encouraged to provide other academic/extra-curricular support services for new members (that is, for example seminars on study skills, writing papers, time management, career development, leadership skills, etc.; or tutoring programs, major matching, etc.).

f. Organizations are encouraged to pair each new member with an active member who would serve as a mentor during the period (for example big brother, big sister). This relationship should be a positive, supportive one in which the active member helps the new member successfully transition into becoming an active, contributing member, as well as succeed academically and socially.

g. Organizations are required to provide a written schedule of time commitments to both active and new members. At a minimum, a schedule must be provided on a weekly basis to provide students ample time to organize their academic and other responsibilities during a given week.

3. Policy Support

a. Positive and constructive examples of new member activities and motivational techniques are available through the Campus Activities Office. The Director of Campus Activities is available to meet with any organization to provide help in designing activities and programs. Groups are encouraged to include and consult their advisor during the planning process.

b. This policy is to be reviewed by the College Life Committee every spring in conjunction with the general Greek review process.

c. All new member educators/pledge educators are required to review this policy with the active members of their organization before new member programming begins.

d. All organizations must have an internal system in place for dealing with active members who violate this policy and the rights of new members.

e. The new member educator and president from each organization must sign a Statement of Positive Association with the Director of Campus Activities before programming may begin.

4. Hazing

Lake Forest College explicitly and emphatically prohibits hazing. Hazing is defined as any action taken or situation created by any group, on or off campus premises, intentionally designed to produce mental or physical harm, discomfort, harassment, embarrassment, or ridicule. Such activities and situations include but are not limited to paddling in any form, creation of excessive fatigue, physical or psychological shocks, morally degrading and humiliating games and activities, late work sessions that interfere with academic goals, the coerced use of alcohol/other drugs, and any other activities that are not consistent with the guidelines, regulations, and/or policies of the College.

Hazing violations will be dealt with by the College's judicial system. In addition to those sanctions included in the judicial system, the Dean of the College staff may administer sanctions that include but are not limited to warnings, suspensions, or disbandments of organizations. Explicit violations of this policy will warrant the consideration of a minimum sanction of suspension for at least one year.

This policy acknowledges the role that peer pressure and acceptance play a large role in new member programs. With this stated, it is important to understand that consent of a new member to given activity does not necessarily imply that the activity in question is appropriate.

Illinois State Law states that, "A person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if: (a) the act is not sanctioned or authorized by that educational institution; and (b) the act results in bodily harm to any person." Hazing is a Class A misdemeanor under the law. Hazing that results in death or great bodily harm is a Class 4 felony, punishable by up to three years in prison.

The following hazing activities are expressly forbidden at Lake Forest College:

a. Consumption of alcohol at any time during a new member program.

b. Required consumption of any liquids or solids, or placing liquids or solids in the mouth of a new member, other than the normal uncoerced intake of beverages and food.

c. Wearing of conspicuous, potentially embarrassing, articles of clothing/outfits which draws unusual attention to a new member or that are not normally in good taste.

d. Testing, quizzing, or interrogating new members, which includes "line-ups", with the fear of punishment or ridicule upon failure.

e. Required greetings for new members when they interact with active members which are inappropriate, embarrassing, or when derogatory nicknames are involved.

f. Any outdoor activity which is not first approved by the Director of Campus Activities (given new member programs occur during cold weather time).

g. Calisthenics/aerobic activities (for example, running, push-ups, etc.) that are not first approved by the Director of Campus Activities.

h. Blindfolding without an explanation for the new members of what is to occur and without an advisor present.

i. Punishments of any kind (physical or psychological), other than probation or expulsion, for not meeting expectations.

j. Physical abuse of any kind.

k. Psychological abuse of any kind, including verbal harassment and berating.

l. Acts of personal servitude (washing laundry, serving food, etc.) by new members for active members or others.

m. Disrupting or prohibiting an adequate amount of sleep per day.

n. Disrupting or prohibiting and adequate amount of study per day.

o. Public stunts aimed at embarrassing or putting new members on public display.

This list is not inclusive of all possible activities that might be deemed inappropriate by the College and Greek Council. Groups are strongly encouraged to regularly consult the Director of Campus Activities if they are uncertain about whether or not a specific activity is consistent with College policies.

If new members have concerns about the pledging process or experience problems as a result of it, they are encouraged to contact the Campus Activities Office or their Residence Staff for assistance or information.

HOUSING CHANGES, CHARGES, AND CHOICES

A. Room and Board Charge: Single, double, and quad accommodations with board are available for $4,820 per person per academic year.

B. Room Changes: Following the second full week of classes and prior to the last four weeks of classes in any term, requests for room changes will be processed by the Dean of the College staff. Consultation with roommates and Residence Life Staff is expected prior to presentation of room change requests. Additionally it is the expectation of the Residence Life Staff and Dean of the College staff that every attempt be made to solve roommate disputes through mediation before a room change will be approved. A list of vacancies is maintained in the Office of the Dean of the College, and a Room Change Request Form must be filed in order to be considered. Residents may not move into an open double room as a single room. Approved room changes must be made within 72 hours. The Arrival and Departure Procedures published in this section should be followed, and failure to move may result in cancellation of your request.

C. Room Change Instructions: You must check-in and check-out during the time allotted for moves or the move may be canceled at the discretion of the Office of the Dean of the College.

1. Pack everything from the "old" room first.

2. Go to the "new" hall and complete the Room Inspection Form (RIF) for the "new" room with any available Residence Life staff member from that building.

3. Check into the "new" room:

   a. Get the keys to the "new" room at the time you sign the RIF.

   b. Ask the Residence Life staff member from the "new" hall to sign the Room Change form and return it to the Office of the Dean of the College.

   c. Complete the check-in portion of the RIF for the "new" room with any available Residence Life staff member from that building.

4. Move all your belongings to the "new" room.

5. Check out of your "old" room.

   a. Clean the "old" room.

   b. Turn in all the keys to the "old" room at the time you complete and sign the check-out portion of the RIF.

   c. Ask the Staff from the "old" hall to sign the Room Change form. You are responsible for returning the form to the Office of the Dean of the College.

D. Possible Fines:

Failure to check in to new hall/room	$25
Failure to check out of old hall/room	$25
Failure to return key	$25
Illegal room change	$50

Additionally, judicial sanctions may be issued for illegal room changes.

E. Room Selection: Students who have established a $100 credit balance with the Business Office by April 1 are eligible to select rooms for the following academic year. If the credit balance is established after April 1, but prior to Room Draw, the student will be assigned a number at the bottom of the list of numbers for the student's class. Failure to meet the April 1 deadline will cause a student to be ineligible to exercise squatter's rights. A complete schedule of dates for the room selection process will be made available early in the spring semester.

1. Squatter's Right — upperclasspersons desiring to remain in the room they secured in the room selection process will be permitted to do so if certain criteria are met. The opportunity to "squat" will take place prior to Room Draw and specific information will be made available in the fall. Upperclasspersons who have completed an intra-hall room change after November 15 are not eligible for Squatter's Rights.

2. Room Draw — students who are not eligible to squat, or choose not to do so, may select a room through their position on a randomized computer draw list.

3. Housing Wait List — no wait list will be established following the spring selection process. As spaces are available, they will be filled.

Students who want housing at any other time should complete an On-Campus Housing Form at the Office of the Dean of the College. During the academic year, assignments will be made as soon as possible and as space becomes available. Because a singles wait list is maintained throughout the academic year, students requesting housing will not be placed directly into a single room.

Individuals who have filed an off-campus application may not participate in room selection. Students living off-campus at the time of the draw will be presumed to be off-campus students for the coming term unless they make their change in status known to the Office of the Dean of the College prior to April 1.

F. Vacancies in Residence Hall Rooms: When students have a vacancy in their room, one of three things may happen:

1. The current resident(s) living in the room may find someone she/he would like as a roommate. If they agree, they should approach the Coordinator of Residence Life together and request a room change, so the friend can fill the vacancy. This should be done as soon as the vacancy occurs.

2. The current resident(s) can wait and take his/her chances of enjoying the extra space. If she/he does this, she/he is taking the risk of being assigned someone new. At any time, a new roommate assignment can be made by the Coordinator of Residence Life.

3. At some point, the Coordinator of Residence Life will probably fill the vacancy with a student who needs a room change or is just moving onto campus. Once the Coordinator of Residence Life has started the process of assigning someone to a current resident's room, it is too late for the current occupant(s) to request someone specific.

G. Resident(s) Rights: A student living in the residence halls has a right to live, sleep, and study in an environment free from a roommate's sexual activities. If a student engages in sexual activity in the presence of his/her roommate and without that person's explicit agreement to this activity, then that roommate has the right to file a complaint against that student through the Office of the Dean of the College. If this conduct is confirmed, it may lead to the student being reassigned to another room on campus or losing campus housing privileges completely.

H. Summer housing is available only for the following:

1. students attending summer school at Lake Forest College, or

2. undergraduate students employed at least 25 hours per week on campus.

Students with significant judicial records are ineligible for summer housing.

Applications are available in the Office of the Dean of the College and are due in April. Late applications will be accepted as space is available. The cost of summer housing is determined in the spring and a deposit must accompany the application. Summer residents must vacate the campus within 24 hours of termination of College employment or the completion of classes.

I. Off-campus approval will be given to all sophomores, juniors, seniors, and married students who submit an application to the Office of the Dean of the College. Freshmen may obtain an off-campus release if (a) pursuing an educational project (for example, tutoring in return for room and/or board) or (b) eligible for a work/live-in arrangement with a local family during the release period or (c) living at home. The applicant must submit a written statement that describes the terms and conditions of (a) or (b) with the application. The terms and conditions statement must include the signature and address of the person(s) to whom the student is responsible.

J. Married Students: The College has no provisions for housing students who are married, or for housing students with infants or young children. Such students must make arrangements on their own.

K. Resident to Non-Resident:
Fall Semester

1. A student who has gone through the spring room selection process (room selection, squatter's rights, etc.) and decides to change residential status from resident to non-resident and notifies the Office of the Dean of the College by July 1st will lose the $100 deposit.

2. If the student informs the Office of the Dean of the College between July 1 and the last day of registration, he/she loses the $100 room deposit and will be charged an additional $150.

3. If the student informs the Office of the Dean of the College after the last day of registration or the fall semester, he/she will lose the $100 deposit and be charged $150 plus prorated room and board costs.

Spring Semester:

1. A student who informs the Office of the Dean of the College of a change in residential status from resident to non-resident and notifies the Office of the Dean of the College by December 1 will not be penalized.

2. If the student informs the Office of the Dean of the College after December 1 and no later than the last day of registration, he/she will be charged $150.

3. If the student informs the Office of the Dean of the College after the last day of registration for the spring semester, he/she will be charged the $150 penalty and prorate room and board costs.

L. Reduction of Course Load: Resident students must seek permission from the Dean of the College to remain in student housing when reducing their load to part-time (that is, less than three courses).

HOUSING REFUNDS

Refund policy guidelines are published in the Lake Forest College Bulletin.

KEYS

Key Pick-Up: Residence hall room keys are available from the residence life staff when you check in and should be returned to the residence staff when you check out. A room key is issued to each student.

Lost Key Charges: An individual losing a room key or failing to return a room key at check-out will be billed $25, and the lock on the door will be changed.

Academic Keys: Student requests for academic keys must be accompanied by two signatures on the associated key card; one signature must be from the sponsoring professor; the

other from the Dean of the Faculty's office. All academic keys must be returned to Facilities Management by May 1 unless the sponsoring professor provides a letter indicating the period that the key will be needed. The charge for keys not turned in by May 1 will be $25 per key. The student is responsible for the key and the fine. Students are not allowed to return keys to their professors or to drop unidentified keys into Facilities Management's key slot.

LOUNGES

There are two lounges, Red and Black and the Mojekwu Lounge, which are designated for academic and intercultural relations respectively. These lounges are specifically assigned to Red and Black and the United Black Association because they embody two highly regarded aspects of the mission statement of the College. These organizations, within their constitutions, invite the use of their lounges by other groups with similar intentions. This policy was developed, thoroughly discussed, and supported by the College Life Committee in Spring 1995.

RESIDENTIAL REGULATIONS AND SERVICES

Antennae: Radio or television antennae placed outside students' rooms are prohibited.

Appliances: Students are warned against overloading the electrical circuits in their rooms. Each room carries a load of 3 to 7 amps. A stereo, television, and refrigerator each draw approximately 2 amps. Rooms are not wired to permit the use of large electrical appliances. Air conditioners are not allowed in any College residence hall.

Balconies outside of South Campus Quad Buildings may not be used as an extension of student rooms for parties of any kind. Balconies must be kept clear of trash and debris at all times. Students are responsible for the balcony space immediately outside their room door.

Barbecue Policy Fires may only be lit in a grill or hibachi-type barbecue. Barbecues must be lit at least 50 feet from any residence hall or building. No college furniture or property may be used as kindling. No barbecues after dark. No accelerators may be used (lighter fluid, pre-soaked charcoal, propane, gasoline, etc.) or stored in residence halls. A chimney may be used to light coals. College policies regarding noise/quiet hours, trash, and alcohol must be observed at all times. A member of Security or residence staff may shut down a barbecue if appropriate.

Bicycles must be parked in assigned areas inside and outside the residence halls. Bicycles should be registered with the City of Lake Forest, which can be done at the Campus Security Office.

Candles should be used with extreme care. No candle should be kept burning when occupants are asleep or out of the room, and students will be held responsible for the misuse or irresponsible use of candles.

Common wall space in the halls—whether in a hallway, study space, or lounge—is considered community space, and any signs posted or decorations hung must have the approval of Campus Activities, the Office of the Dean of the College, or the Residence Life staff. Defacing or removing without permission signs or decorations that have been approved by the College is prohibited.

Decorations should be guided by good sense. Mini blinds may not be removed from windows. Occupants are fully responsible for damages to their room. Nothing can be drilled, nailed, or screwed into the walls, ceiling, or floor.

Door decorations are encouraged but should be posted with consideration for community standards. Because doors open out onto hallways and other public spaces, they may be considered to be semi-private areas. As such, residents are asked to try to balance their own desires for free expression with the community's sense of decorum and propriety. If a student is asked to remove something that has been deemed offensive from the outside of a door—by either residents, residence staff, or any other member of the College community—he or she is expected to comply. On the other hand, students have a right to post decorations on their door without the fear of unwarranted interference or vandalism of any sort. Defacing a resident's door or door decorations is prohibited.

Furniture provided by the college may not be removed from any room in any residence hall.

Guests: All guests must have a Guest ID card. These are available either from the Residence Life staff or from Security. Guests may share

resident facilities for periods up to 72 hours per month. Any guest not having a Guest ID card is subject to arrest for trespassing. Any student hosting a guest without a Guest ID card is subject to judicial action. Students are responsible for the behavior of their guests at all times.

Housekeeping and maintenance services are the responsibility of the residents who are expected to help maintain a clean, healthy living environment in the hall. Problems should be reported to the Residence Life staff, who will contact the Facilities Management Department. The Facilities Management Department will only accept Work/Repair Orders requested by the Residence Life staff. Housekeeping services are provided in bathrooms (except head resident apartments), hallways, and other public areas.

Laundry facilities are provided in all residence halls.

Lofts and bunk beds are allowed in the residence halls only if they are freestanding. They cannot be drilled, nailed, screwed, or attached to the walls, ceiling, or floor in any hall. Lofts found not to be freestanding will be dismantled. Damage and other dismantling charges will be billed to the residents. Furniture may not be removed from a room to accommodate a loft.

Lounges are located in all residence halls and the cleanliness of lounges is the responsibility of all students. Removal of furniture is prohibited and subject to disciplinary action. Replacement or moving charges will be assessed against anyone who removes lounge furnishings.

Microwaves are prohibited.

Painting of residence hall rooms is prohibited.

Pets are strictly prohibited in residence halls or other public areas. This includes fish, reptiles, amphibians, and any other animal.

Quiet hours in Nollen are 24 hours a day, 7 days a week. In Cleveland-Young, Blackstone, Deerpath, Harlan, Lois, McClure and Roberts quiet hours are 24 hours from 5 PM Sunday through 5 PM Friday. On Saturday and Sunday they are from 2 AM to 10 AM. In Gregory and Moore, quiet hours begin at 9 PM and end at 10 AM, Sunday through Thursday. On Saturday and Sunday they begin at 2 AM and end at 10 AM.

Courtesy hours are in effect 24 hours a day, every day, in all halls. This means that residents and their guests are required to respect and comply with the request of any other resident to lower noise to a reasonable level at any time including weekends.

Noise levels should conform to reasonable standards allowing the pursuit of academic objectives at all times. At no time should amplification equipment or noise be directed outside the individual room or placed on the balcony. Courtesy, cooperation, and the exercise of individual responsibility are expected at all times.

Residence Life staff: Each residence hall has one head resident and one or more resident assistants who are members of the Dean of the College staff. These persons are responsible for the operation and management of the residence halls; development of in-residence programs; communication between residents and the faculty/staff concerning academic, social, or personal matters; and the general conduct of individual residents.

Room parties: Traveling parties or progressive parties in which residents travel from room party to room party are prohibited. Organizations who wish to host large parties must follow the guidelines as set forth in the Student Handbook.

Area Coordinators: These are trained professional staff who live on campus and who work closely with the Residence Life staff to address daily student concerns. They provide on-call crisis intervention and mediation, adjudicate conduct cases, advise the Hall Councils and initiate educational and social programming in the residence halls. The Area Coordinators' positions are half-time with regard to work in the halls. Each Area Coordinator also works half-time in the areas of campus housing, career development, or campus activities.

Resident Academic Fellows: In addition to residence staff and Area Coordinators, first-year halls sometimes are assigned a Resident Academic Fellow (RAF). RAFs are graduate students chosen from prestigious research universities to work with freshmen at Lake Forest College while pursuing a doctorate degree in their chosen field. They serve as mentors, advisors, and academic role models for the freshman and initiate cultural and academic programs while helping the residence staff perform its duties. Each RAF teaches at least one course a year in his or her area of specialization.

Searches: Any school official who is legitimately in a student's room may react to any violation of the law or the regulations of the College based on visible evidence — for example, stolen property, weapons, illegal drugs or drug paraphernalia, and health hazards. Any kind of physical search, however, can be authorized only by court authority or by permission of the Office of the Dean of the College. A physical search involves opening drawers and/or closets, examining the contents of clothing articles, etc. To obtain permission from the Office of the Dean of the College for a physical search, application must be made to one of the Deans specifying the reasons for the search and the objects or information sought. The student occupant(s) should be present, if possible, during such a search.

Shipping to the College should be in care of the student, and shipped items may be claimed at the mailroom. Shipping to and from the College is entirely at the owner's risk.

Smoking is allowed in student rooms only with the consent of all roommates. Smoking is prohibited in the hallways and all public areas of the building.

Storage on campus is at the owner's risk. The College is not be responsible for damage to or theft of articles left on campus. Each residence hall has designated storage space. For your protection, all items must be boxed, dated, and labeled. Belongings cannot be stored for individuals not registered for classes at the College. Unidentified materials will be disposed of in order to maintain maximum usable space. In the spring, items for the following year should be stored in the residence hall to be occupied in the fall. There is no furniture storage available to students.

Students who believe that these procedures have been violated in any way should bring their complaints directly either to the Dean of the College or the President of the College.

RIGHTS AND RESPONSIBILITIES OF RESIDENTS

Residents are guaranteed privacy within the confines of their rooms on campus. Representatives of the College should not enter a student's room except under the following conditions. Rooms may be inspected:

1. For general physical conditions and/or damage, as well as for fire safety or health standards, when written notification has been given 24 hours in advance or when the student has requested inspection or repair work.

2. During vacation periods.

3. In emergency circumstances when imminent danger to life, health, safety, or property is reasonably feared.4. when there are noises or disturbances that may affect others.

5. When, under the authority of the Office of the Dean of the College, there is evidence that College regulations have been violated. Such evidence is upon direct observation of the violation or upon report from an identifiable source.

VANDALISM

Strong punitive steps will be taken when an individual or group causes damage in a public area. If the individual is held responsible for the damage through the judicial system, a punitive monetary amount will be added to the replacement cost of the item(s). (If the individual or group steps forward and accepts responsibility immediately following the damage, only replacements costs will apply.)

SECTION VI
POLICIES & PROCEDURES

ACTIVITY FEE FUNDING GUIDELINES

The Activity Fee is determined by the Administration of the College in consultation with student government and is collected by the Administration as a part of the general fee structure of the College; failure to pay the fee results in suspension of a student's registration at the College.

The College allocates the fee to Student Government once a year. Recommendations for the disbursement of these funds are made by Student Government, and the Dean of the College must approve the budget before any expenditures may be made.

The Administration reserves the right to withhold funds already collected if the Student Government should cease to exist or if procedures are not adequately enforced, and to revise the fee or to cancel it entirely for a given year if it is determined that established priorities are not being met and/or procedures are being violated, or for the best interests of the College.

A review may be held at any time at the request of either Student Government or the Administration and will be held each year no later than February (prior to the determination of the College's budget); such reviews are to be undertaken by the College Life Committee, which shall report its findings to the Office of the Dean of the College.

Priorities

The Activity Fee shall be distributed in recognition of the following priorities:

a) Maintenance of a representative Student Government;

b) Encouragement of responsible Student Government, through procedures that recognize and reflect individual expressions of funding priorities;

c) Maintenance of an effective, community-wide communication system on campus (for example, The Stentor, WMXM);

d) Support of a comprehensive program of community-wide cultural activities;

e) Encouragement and support of a residence hall program;

f) Encouragement and support of subgroups within the total community that contribute to the strength and diversity of the entire community.

Procedures

a) The Budget of Student Government shall be set annually by the Government in the spring of each year.

b) All accounts of Student Government will be maintained within the College's accounting system and will be subject to semiannual review by the College's Business Officer.

c) All programs, events, publications, etc., supported by the Activity Fee shall be open equally to all members of the College community.

d) All expenditures must be in compliance with civil law and College rules.

e) Neither Student Government nor organizations granted "economic autonomy" may engage in deficit spending.

f) No Activity Fee funds may be used to purchase alcoholic beverages.

AIDS POLICY

It is the policy of Lake Forest College that students, faculty, and staff shall not be discriminated against on the basis of exposure to or infection by the human immunodeficiency virus that causes AIDS. Individuals who have been infected by the AIDS virus shall be afforded every reasonable opportunity to pursue their course of studies or employment as long as they are physically and mentally able to do so. All decisions regarding accommodation of infected individuals shall be made on a case-by-case basis and with the benefit of competent medical and legal advice. All information regarding infected students, faculty, or staff shall be treated as confidential. In addition, this policy specifically provides for the following:

1. The President shall assign to appropriate administrators the responsibility to represent the College in all inquiries about the AIDS Policy, as well as for the implementation of related educational programs and support services, and shall designate those responsible for coordinating AIDS programs and services from the College's several constituencies.

2. Students and employees of the College who have been infected by the AIDS virus as indicated by a confirmed "positive" antibody test result and follow-up medical examination are encouraged to report their status to the office of the President, who shall retain final authority for approving accommodations that might affect the academic progress, housing assignments, and/or schedules of those individuals.

3. The President, acting through appropriate administrators, will be responsible for advising persons infected with the AIDS virus (a) of available treatment, counseling resources, and practices recommended to reduce the risk of transmitting the AIDS virus to others, (b) of procedures to follow in the event of a medical emergency, and (c) in the case of students (and their roommates), of available optional housing assignments that will include a single room choice.

4. Individuals who are infected by the AIDS virus and who knowingly engage in "unsafe" behaviors that place fellow members of the College community at increased risk of infection may be subject to disciplinary action, up to and including suspension or expulsion.

5. The policy of the College regarding confidentiality of records shall be applied to all information, correspondence, and data regarding students or employees known to be infected with the AIDS virus.

6. Where it is determined based upon competent medical authority that AIDS-infected employees or students can safely and ably pursue their course of studies or employment, all members of the College community will be required to assist the College in implementing the obligation to refrain from discrimination against any such individual.

Sanctions for violations of this policy may be appealed through the appropriate grievance procedure, but final authority for dismissal or termination from the College for a violation of this policy shall rest with the President.

ALCOHOL POLICY

The State of Illinois requires that persons be 21 years of age or older to purchase, possess, or consume alcoholic beverages. In addition, individuals who misrepresent their age in order to purchase alcoholic beverages, or who sell or give alcoholic beverages to underage persons, are in violation of Illinois law. The College expects students to conform to these laws and to recognize that the campus is not exempt from the laws of the State of Illinois. Lake Forest College, however, is not a law enforcement agency and therefore cannot assume official responsibility for enforcing the state liquor laws. College regulations reflect not only the law but larger issues stemming from the use and abuse of alcohol in our national culture.

Regulations

1. Responsible Use of Alcohol

   a. Individuals: Alcohol abuse endangers student lives and is inconsistent with the educational purposes of the College. It is therefore considered a serious violation of College policy. Alcohol abuse may be manifested by behavior ranging from loss of motor control or slurred speech to vomiting or loss of consciousness. A first offense subjects individuals to an Administrative Warning and a required meeting with the Dean of the College, followed by a two-session mandatory evaluation of their use of alcohol. A second offense brings students to disciplinary action by the Drug and Alcohol Hearing Board with a minimal sanction of a Judicial Citation. A third offense shall ordinarily lead to a recommendation of suspension by the Board. [Note: The voluntary submission for medical or counseling review shall be considered a mitigating factor in the consideration of a sanction.]

   b. Organizations: Organizations sponsoring events at which beer and wine are served are responsible for assuring that their guests do not abuse alcohol and that all the regulations pertaining to the consumption of alcohol contained in the Facility Reservation Form are followed. Failure to exercise such responsibility will cause the organization to forfeit its privilege to host social functions over a period of time to be determined by the Office of the Dean of the College and may result in discipline up to and including the disbandment of the organization.

   c. General restrictions: No kegs, party balls, or bulk containers of any kind are permitted anywhere on campus. No drinking games of any sort are permitted on campus. No paraphernalia connected with drinking games—for example, beer bongs, funnels, or beer die tables—are permitted on campus. Any item of paraphernalia found by campus officials will be confiscated and disposed of (following the completion of any judicial matters involving the item).

The regulations stated in the Facility Registration Form are these:

I. Activities of a party nature are discouraged during the day and evening preceding a class day, but when approved will be limited to 35 people. Alcohol is not permitted at these events and the space must be vacated by 11 p.m.

II. Activities involving more than 35 people must be approved by noon on the Wednesday prior to the event. Activities involving fewer than 35 people must be approved by noon on the day when the event is to be held.

III. The Facility Reservation Form must include the signature of at least two students who agree to be the student hosts. Hosting entails attending the event from beginning to end and ensuring that the function proceeds in accordance with College policies. These students must be 21 or over and are responsible for checking Lake Forest College student identification and supervising conduct. Student hosts may not consume alcoholic beverages during the event.

IV. No alcoholic beverages other than beer in cans and wine may be served.

V. The College requires that a minimum of 50 percent of the total spent on alcohol at any social event be used for the purchase of non-salty food and equally attractive non-alcoholic beverages. No school funds (this includes the money from student fees) may be used for the purchase of alcoholic beverages, and no alcohol may be sold at the function. Reference to alcoholic beverages may not be used in advertising the event.

VI. At weekend events, alcohol may not be served before 9:00 p.m. or after 1:30 a.m. and the space must be vacated by 2 a.m.

VII. If alcohol is served, the event may be open only to Lake Forest College students, faculty, and staff.

VIII. Each campus organization may sponsor a maximum of six events per semester at which alcohol is served. This figure includes all events the organization may be involved with (as sponsors or co-sponsors) in any of the approved locations on campus. In addition, for each two events sponsored by an organization at which alcohol is served, a separate, all-campus non-alcoholic event must be sponsored with the Campus Activities Office or members of the organization actively participating in the Campus Entertainment Committee as outlined by the Campus Activities Office.

IX. Host groups are responsible for cleaning the areas in which the social event took place. This clean-up must meet the standards of Facilities Management and the Office of the Dean of the College. In public venues, for example, Commonplace and the Ice Rink, arrangements must be made in advance with Facilities Management for a clean-up by members of their custodial staff. Host groups are responsible for

any damages in and around the reserved area.

2. Locations Where Consumption of Alcohol Is Permitted

Consumption of alcoholic beverages is permitted only in private rooms, chapter lounges, in the Commons, and in the Alumni Memorial Field House (the ice rink) as specified below.

a. Private Rooms

Students are responsible for their own conduct and that of their guests in individual rooms. Room doors must be shut at all times when alcohol is being consumed. The occupants of the room and their guests will be subject to disciplinary action for the violation of any of these rules as well as for excessive noise or overcrowding.

Balconies may not be used as an extension of a student's room for the purpose of hosting a private room party. Private parties that spill onto balconies will be closed by Security or a member of residence staff. Additionally, the hosts of the party will be issued a Judicial Notice for "irresponsible hosting."

b. Ice Rink

The ice rink may be used once in the early fall and once in the late spring for an all-campus function with alcohol. Only students with Lake Forest College IDs may attend. Any students 21 years of age or older must be given bracelets or have their hands stamped to indicate that they are of legal drinking age. No alcoholic beverages other than beer in cans and wine may be served.

c. Commons

The Commons may be reserved for all-campus functions with alcohol through the Dean of the College Office. Facilities Management must be notified by the sponsoring organization in order to cover the floor with the tarp and provide extra trash cans. Only students with Lake Forest College IDs may attend. Any students 21 years of age or older must be given a bracelet or have their hand stamped to indicate that they are of legal drinking age. No alcoholic beverages other than beer in cans and wine may be served.

d. Chapter Lounges

Fraternity and sorority chapter lounges may be reserved for private functions through the Dean of the College Office on Friday or Saturday evenings. These functions may be attended by members of the hosting organizations, its alumni, and persons mentioned on a guest list. Only those people on the guest list are allowed into the lounge during the event. The total number of people on the guest list must be consonant with the capacity of the reserved chapter lounge as determined by fire safety authorities and publicly posted in each lounge. The guest list must be submitted, along with a facility reservation form, to the Dean of the College Office one week prior to the scheduled event.

All students must present their Lake Forest College ID to attend. Any students 21 years of age or older must be given a bracelet or have their hand stamped to indicate that they are of legal drinking age. No alcoholic beverages other than beer in cans and wine may be served. D.J.s, sound systems, and other loud music are prohibited at these events. Lounge windows must remain uncovered at all times.

3. Senior Parties

The senior class may schedule up to four parties, restricted to seniors and guests, at which alcoholic beverages other than beer and wine may be served.

Violations of these regulations, as well as disorderly or destructive conduct associated with drinking, are considered serious offenses and may be referred to the Conduct Board for disciplinary action, including suspension or expulsion from the College.

4. Athletics: Varsity, Junior Varsity, Intramural, and Club Sports

Alcohol is not permitted at any College-sponsored athletic event. Alcohol is therefore prohibited in locker rooms, in vehicles traveling to and from games, in hotels, and at team meals. Any student found in violation of this policy will be subject to sanctions as determined by the Athletic Department; such discipline can be no less than suspension from participating in the next game or contest and may result in suspension for an entire season.

Education Program

1. New Student Orientation will include programming for all new students on responsible alcohol use and an explanation of College regulations.

2. A required meeting of all officers of campus sororities and fraternities will be held each fall, to discuss responsible alcohol use and risk management and to explain College regulations. Any unexcused absence of a fraternity/sorority officer will result in removal of party privileges for three months. Other student organizations that wish to hold events at which alcohol is served must schedule a similar discussion with the Office of the Dean of the College.

3. All student organizations that wish to hold events at which alcohol is served must also host an all-campus alcohol education/awareness program (for example, speaker, mocktail party) one time per semester.

4. The College regulations will be reviewed with the faculty at the first faculty meeting each academic year.

Evaluation

This policy will be evaluated following spring vacation in the following manner:

1. The Office of the Dean of the College will submit to the President a statistical summary of alcohol-related discipline cases heard before the Drug and Alcohol Hearing Board and the Conduct Board no later than April 1. The Dean will also request an evaluation from the Counseling Center.

2. The President shall request a report from the head resident of each residence hall describing the effectiveness of the policy in regard to containment of the alcohol culture and the development of responsible drinking patterns by students by April 1.

3. The Student Government will be invited to submit its evaluation of the effectiveness of the regulation.

4. After summarizing these evaluations, the President will share the material with the College Council, and following discussions will modify the regulations as appropriate.

COMMONS

The Commons area serves as the hub of the campus community. Suggestions for developing and promoting recreational, cultural, and social programs in the Commons should be made to the Campus Activities Office. Please note the following Commons regulations:

1. Animals are not permitted in the building.

2. Furniture may not be moved from one room to another except when approved by staff personnel.

3. No one is permitted to remain in the building after closing hours.

4. Solicitations are prohibited except under solicitation guidelines in this section.

DEPARTMENT/ORGANIZATION FUNDRAISING

College policy allows departments and organizations to work with the Development Office to seek external financial support for special projects. Those seeking to raise funds off-campus must adhere to the following guidelines:

1) Departments and organizations must first secure approval of the Dean, Vice President or Director to whom they report. Students must secure approval of the appropriate instructor, faculty advisor, coach, or Athletic Director.

2) Departments and organizations should then contact the Development Office to discuss the proposed project, review the list of people and/or organizations to be solicited, and develop a fundraising strategy. Each department and organization will be responsible for implementation, related expenses and acknowledgment of gifts. Each request will require approval of the External Fundraising Committee.

3) If necessary, the departments and organizations will work with the Business Office to create an appropriate account. All checks

must be made out to Lake Forest College.

4) Donors will return their gifts to the Development Office so that they can be recorded and given to the Business Office to be deposited into the assigned account.

DRUG POLICY

The following are prohibited and are deemed to be contrary to the best interests of both the College and the community:

1. Use, possession, sale, or distribution of illegal substances;

2. Abuse of over-the-counter or prescription drugs; and

3. Possession of drug paraphernalia, except under proper medical direction.

The College is not a sanctuary protecting those who violate laws concerning illegal substances and College officials will cooperate with legal authorities whenever necessary and deemed appropriate. Violations will be referred to the Office of the Dean of the College and, as necessary, to the Drug and Alcohol Hearing Board.

Drug and Alcohol Abuse Prevention Policy Required by the Federal Government for a Drug-Free School.

Pursuant to the requirement of Public Law 101-226, Lake Forest College issues the following statement regarding a drug-free school.

1. Prohibited Conduct

The unlawful possession, use, or distribution of illicit drugs or alcohol by students and employees on College property or as part of any College activity is prohibited.

2. Applicable Legal Sanctions

a. The Illinois Criminal Code classifies drug-related offenses (for example, manufacture or delivery of a controlled substance, engaging in a calculated criminal drug conspiracy, drug trafficking, unauthorized possession, etc.) as either Class A misdemeanors or Class 1, 2, 3, 4, or X felonies depending upon the severity and nature of the conduct. The following criminal penalties are applicable to the identified categories of offenses.

Category of Offense	Monetary Fines	Imprisonment
Class A Misdemeanor	$1000	Up to 1 year
Class 4 Felony	Up to $15,000	1 to 3 years
Class 3 Felony	Up to $150,000	2 to 4 years
Class 2 Felony	Up to $200,000	3 to 7 years
Class 1 Felony	Up to $250,000	4 to 15 years
Class X Felony	Up to $500,000	6 to 60 years

b. The applicable federal penalties and sanctions for illegal possession of a controlled substance are given at the end of this section.

3. Counseling Services and Rehabilitation Program

The use of illicit drugs and the abuse of alcohol may result in serious health consequences. A description of health risks associated with substances covered by the Controlled Substances Act (21 U.S.C. 811) is given at the end of this section. For more information, consult the pamphlet *Drugs and the Body*, which is available in the Personnel Office. Students experiencing problems with drug and alcohol abuse are encouraged to seek assistance in the Counseling Center. The Center offers individual counseling and may offer Peer Counselors and Drug and Alcohol Support Groups for additional assistance. Employees with group health insurance coverage should refer to the booklet, *Your Group Benefit Plan*, for coverage on drug and alcohol treatment. In addition, the Personnel Office has available as a reference resource, *Human Services for Lake County People*.

4. College Sanctions and Penalties

Lake Forest College employees and students found in violation of the prohibitions set forth in their respective handbooks will be subject to disciplinary action up to and including termination or suspension and possible referral for prosecution. Each case will be evaluated on an individual basis. It is possible a disciplinary sanction may include the completion of an appropriate rehabilitation program.

5. Biennial Policy Review

This policy will be biennially reviewed by College Council to determine its effectiveness and to recommend changes to the program to the President if they are needed. Such a review will also determine that the College's disciplinary sanctions are consistently enforced.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Source: "What Works: Schools Without Drugs" (1989), U.S. Department of Education

FEDERAL REGULATIONS AND GRIEVANCE PROCEDURES

In accordance with federal legislation, grievance procedures related to Public Law 92-318 (Title IX) and the Rehabilitation Act of 1973/Section 504 have been developed. Any grievance brought under the umbrella of these procedures must, by law, be specifically limited to the issue covered by these laws.

I. Sex Discrimination

No student shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Title IX, which prohibits sex discrimination in education, requires the adoption of a grievance procedure to handle allegations of sex discrimination against students.

A. Scope of Review:

The inquiry must be limited to a consideration of whether the action or decision was tainted by the irrelevant consideration of sex. The Grievance Committee cannot make a de novo decision or substitute its judgment for that of the decision-making committee or administrative supervisor responsible for the decision.

B. Procedures:

1) Individuals with a grievance should discuss the grievance with the Dean of the College.

2) Failing resolution, the individual may petition the Grievance Committee to hear the complaint. The petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed.

3) The Grievance Committee shall be the Conduct Board. The Committee, following the limits addressed in Section A ("Scope of Review") will attempt to make its report within ten days. If recommendations are made to the President, the President will inform the Committee of his disposition of the matter.

II. Handicap Discrimination

Lake Forest College does not discriminate on the basis of handicap against any otherwise qualified person by denying him or her participation in, or the benefits of, any College program or activity.

A. Procedures:

Section 504 requires the adoption of a grievance procedure to deal with allegations of discrimination on the basis of handicap. If a member of the student body feels there is reason to believe that handicap discrimination has occurred under Section 504 of the Rehabilitation Act of 1973, a grievance should be handled in the following manner:

1) Individuals with a grievance should notify the President's Office of their grievances, in writing, within seven days of the alleged incident.

2) Failing resolution, individuals should follow appropriate grievance procedures established for sex discrimination.

FIREARMS/FIREWORKS/ DANGEROUS WEAPONS

The possession, carrying, or use of firearms, including rifles and shotguns, ammunition, explosives, or other dangerous weapons, instruments, or substances in or upon College premises, except by law enforcement officers, is prohibited. This regulation includes, but is not limited to, pellet guns, BB guns, slingshots, edged weapons (knives, swords, spear guns, archery equipment), and impact weapons (batons, black jacks), as well as explosives or fireworks of any type. The breaking of this regulation constitutes a major judicial offense.

FOOD SERVICE COMMITTEE

The Food Service Committee is a committee of Student Government that meets regularly with Food Service Management and monitors all on-campus operations of the food service contractor. The Committee provides a forum in which suggestions and recommendations may be aired and forwarded to food service personnel for their action. The Executive Committee of the Student Government will appoint three students (two of whom must be General Assembly members) to oversee the Committee and report back to the General Assembly on a weekly basis. These three students will in turn form a committee that will be open to no more than ten interested students from the Lake Forest College community, a representative from the Office of the Dean of the College, and a representative from the Food Service committee, who will sit ex officio. The Committee, once formed, will elect its own chairperson.

HAZING

Lake Forest College explicitly and emphatically prohibits hazing. Hazing is defined as any action taken or situation created by any group, on or off College premises, intentionally designed to produce mental or physical harm, discomfort, or harassment. Such activities and situations include but are not limited to paddling in any form, creation of excessive fatigue, physical or psychological shocks, morally degrading and humiliating games and activities, late work sessions that interfere with academic goals, coerced drinking, and any other activities that are not consistent with the guidelines, regulations, and/or policies of the College.

Hazing violations will be dealt with by the College's judicial system. In addition to those sanctions included in the judicial system, the Dean of the College staff may administer sanctions that include but are not limited to warnings, probation, or disbandment of organizations.

IDENTIFICATION CARD

Identification cards are available at the Security Department weekdays between 9:00 a.m. and 4:00 p.m. I.D.s are issued as proof of membership in the College community and as such must be carried at all times. In addition, cards must be presented upon request by any College official, including Security personnel, Residence staff members, Dining Facility administrators, and Librarians. Also, ID may be necessary to gain entry into College facilities and College sponsored events. Failure to produce your College ID when requested by a college official may result in judicial action.

Replacement cards are available for a $25 replacement fee. Cards are not transferable and may not be used by anyone other than the legitimate owner. Alteration or misuse of a College ID card is a serious infraction of College policy and will result in disciplinary action.

NO SMOKING POLICY

In order that the campus be in large measure a "clean air" one, it is the policy of Lake Forest College to limit cigarette, cigar, and pipe smoking to certain locations of the campus; in such areas not specifically designated as smoking areas, courtesy to those who do not smoke is expected.

Violations of the no-smoking policy are to be reported to one's immediate supervisor or the individual responsible for the building or facility, only after the violation has been brought to the attention of the individual smoking by the individual who wishes to file a complaint.

One or more no-smoking clinics will be held each fall, providing opportunity for an individual to gain help in terminating a smoking habit.

Cigarettes will not be sold on the College campus.

NO SMOKING REGULATIONS

Smoking is not allowed in public places on the Lake Forest College campus, with the exception of a few specially designated smoking areas. The designated no-smoking areas on campus are:

Classrooms, with no exceptions;

Commons, with the exception of private offices only.

Library, with the exception of the single smoking study lounge on the second floor;

Chapel, with no exceptions;

Lounge areas, with only the following exceptions:

- In the Commons, the Faculty Lounge (if approved by vote of the faculty) and the balcony of Commonplace.

Sports Center and Ice Rink, with the exception of private offices;

Theatre, with the exception of the stage area (for plays), the lobby, and private offices.

Facilities Management Department, with the exception of the lounge, which by three-fourths vote of those using the lounge (monitored by the Director) may be declared a smoking area, and private offices.

Areas where smoking may be permitted (if there is sufficient support among the users):

Private rooms or offices, including rooms in residence halls. (Note: Students may elect a roommate who smokes or does not smoke.) When employees share an office, all individuals who share that space must agree before it can be designated a smoking area.

Certain lounge areas specifically designated as smoking areas in this policy or by vote of the users.

This policy does not apply to Glen Rowan.

PRIVACY STATEMENT

1. Directory Information

   The amendments to the Family Privacy Act make it possible to release "Directory Information" to any parties without the written consent of the student. As stated in the Federal Register, "Directory Information" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height (of members of athletic teams), dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, the student's class schedule, the name of the student's parents and academic advisor, and other information routinely published in the College Directory. Within the first 15 days of classes in the fall, a student who wishes to restrict release of "Directory Information" should give written notification to a member of the Dean of the College staff.

2. Information to Parents/Legal Guardians of Dependent Students

   The College does not need a dependent student's written consent to send his or her parents/legal guardians the following information: College bills, grades or other academic information (as appropriate), and other information about the general welfare of the student.

3. Confidential Information

   Students may not review their parents' financial records without written consent o
   the parents. In addition, confidential lette

and statements placed in the students' files before January 1, 1975, must have their assurance of confidentiality respected. Otherwise, students may inspect their records in the Office of the Dean of the College.

Persons with questions about the revised law should feel free to consult with the Office of the Dean of the College.

PROPERTY LOSS OR DAMAGE

Lake Forest College does not provide insurance for students' personal belongings such as, but not limited to, bicycles, stereo sets, and clothing including personal belongings stored in campus storage rooms. If a student sustains a loss, the College is not liable for the replacement of such loss. It is strongly recommended that the student make arrangements for insurance to cover personal belongings. Information on such insurance is available in the Dean of College Office.

In the event the student believes there is negligence on the part of Lake Forest College, the alleged damaged property must be immediately examined by a representative of the College, preferably the Security Department. This examination is not a valuation procedure; it merely establishes the fact of loss and possible College action. College negligence will subsequently be reviewed. Those claiming such negligence must advise the Business Office, in writing, and send a copy to the Office of the Dean of the College within four weeks of the alleged negligence. It is strongly recommended a claim be filed with the student's insurance carrier.

RECRUITERS

No student may obstruct other students from access to an exchange of information with a speaker, recruiter, or representative who has made arrangements to visit the College.

No speaker, recruiter, or representative who visits the College shall be permitted to take photographs of demonstrators or in any other way prevent students from exercising their right to demonstrate peacefully.

RESERVATION OF CAMPUS FACILITIES

Room reservations for on-campus activities are made through the following offices:

Sports Center — Athletic Director

Coffeehouse, Holt Chapel, the Pierson Room, and Commonplace —Campus Activities

All other rooms in academic buildings, including McCormick Auditorium, Wood Lounge, and Hotchkiss Hall Auditorium, are reserved as follows:

1. For scheduling every day of the week, contact the Dean of the Faculty, and
2. For scheduling McCormick Auditorium, Wood Lounge, and Hotchkiss Hall Auditorium after 5:00 p.m. and on weekends, contact the Campus Activities Office.

For the rental of any room or building on campus to an outside person or group, contact the Director of Conference, who handles reservations for housing of visiting lecturers and professors.

SAFETY AND SECURITY

Despite the relatively low crime rates in its surrounding communities, Lake Forest College regards the safety and welfare of its students, faculty, and employees as its highest concern. Although the College has implemented the following policies and programs to increase campus security, individuals are reminded that they must assume responsibility for their own safety and that of others.

Reporting Criminal Activity: Students are encouraged to report accurately and promptly all criminal or emergency incidents to the Security Department. All incidents are reviewed by the Director of Security and, where appropriate, a referral is made to local and state police departments. All incident reports are channeled to the President, Vice President for Business, and the Office of the Dean of the College.

Campus Security Personnel and Local Law Enforcement Authorities: The Lake Forest College security officers have no official police power but utilize citizen's arrest authority if a situation requires the immediate detention of an individual. The Security Department has established a close working relationship with the Lake Forest Police and Fire departments, as well as with the Illinois State Police.

Campus Facilities: Access to all campus facilities, buildings, and residences is restricted to Lake Forest College students, faculty, employees, and their guests. The exterior doors to all campus residence halls are designed and equipped to remain locked 24 hours a day and are frequently checked by security officers. As an additional protection, resident housing staff and campus security officers patrol the residence halls and their exterior areas daily.

SEXUAL MISCONDUCT

Sexual misconduct is prohibited and is considered a major offense. Sexual misconduct—which is different than sexual harassment (see section VIII)—is a much broader category of behavior than the traditional concept of rape or even "date rape." Sexual misconduct involves behavior in which one or more persons compel another person to submit to sexual acts or intimate bodily contact without that person's consent. Sexual misconduct may include the use of force or the threat of force; the use of intoxicants to substantially impair a person's power to give consent; engaging in sexual acts with a person for whom there is reasonable cause to believe he or she suffers from a mental state that renders him or her incapable of understanding the nature of the contact or where the person is a minor. Unsolicited verbal assaults of a sexual nature may also be considered as sexual misconduct.

The abuse of alcohol or other substances does not relieve individuals of their responsibilities to themselves or others.

Sexual misconduct should be reported as soon as possible to campus security, a residence life staff member or to a member of the Office of the Dean of the College such as a Dean or an Area Coordinator. In addition to initiating college judicial procedures against the alleged perpetrator, the Office of the Dean of the College can provide referrals for rape counseling, medical treatment, and law enforcement outside the college. The campus Counseling Center is also available for victims of sexual misconduct. Although they will make all efforts to keep matters confidential, college officials—other than representatives of the Counseling Center—are required to report instances of sexual misconduct for possible investigation and judicial response.

SOLICITATION BY OFF-CAMPUS INDIVIDUALS OR ORGANIZATIONS

(including commercial sales, fundraising, and distribution of literature)

General Regulations

No person (which includes individuals and organizations) other than Lake Forest College students, faculty, or staff, including such College-recognized organizations as they may form, may distribute literature, advertise, solicit, seek donations, or make sales on campus without the express authorization of the Director of Campus Activities.

Specific Regulations

A. *Commercial Sales:* The Director of Campus Activities may grant permission for solicitations and sales by off-campus concerns. Such permission, when granted, will be subject to such limitations as the Director of Campus Activities may prescribe.

B. *Charitable, Political, or Religious Solicitation:* As a general rule, representatives of off-campus political, religious, and charitable groups will not be permitted to solicit on campus. However, representatives of such off-campus groups who are acting on behalf of candidates for public office or of bona fide political or religious organizations may request permission to sell or distribute their political or religious literature under the following guidelines:

1. Non-members of the College community who are acting on behalf of candidates for public office or of bona fide political or religious organizations and who wish to seek permission to distribute and/or sell political or religious literature on the campus must apply to the Campus Activities Office between 9:00 a.m. and 5:00 p.m., Monday through Friday.

2. The only site where political or religious literature may be sold or distributed is between the two entrances of the cafeteria in the Commons Building and across from the Commons Desk. Entrances and exits in and around the building shall not be blocked by persons soliciting or selling.

3. The sale or distribution of political or religious literature will be limited to the hours between 9:00 a.m. and 5:00 p.m., seven days a week.

4. No more than two individuals will be allowed to distribute or sell political or religious literature at any one time.

5. The sale or distribution of political or religious material by off-campus individuals or groups will be limited to once a month on behalf of any individual or group, but upon petition to the Dean of the College this restriction may be waived at the sole discretion of such Dean.

6. Lake Forest College students, staff, faculty, and their respective organizations will have preference in the use of the campus facility described above in paragraph B.2 over off-campus individuals or groups wishing to distribute or sell political or religious literature.

7. Harassment of members of the College community by those selling or distributing political or religious literature, or sale or distribution outside of the house or location for which permission has been granted, will be cause for the immediate revocation of permission for the sale or distribution of literature.

8. Permission regarding requests under these guidelines may not be granted in particular instances if it appears that any special circumstances relating to College activities may be impeded thereby, or that such permission to sell or distribute political or religious literature may place an unacceptable burden on the College's security forces and administrative staffs.

SPEAKER POLICY

The following is excerpted from the resolution adopted by the Board of Trustees on December 2, 1963:

. . . Lake Forest has long recognized that academic freedom for its faculty and students is not a privilege granted by administration and trustees, but an absolutely necessary atmosphere without which excellence in education cannot be attained. If the quest for truth is not free, then both the quest and the truth are seriously endangered. Every teacher and every student at Lake Forest enjoys the rights guaranteed to all Americans by the Constitution of the United States and the privileges traditionally accorded all members of the academic community, both in the classroom and outside of it. . . . in its policy governing this appearance of outside speakers on campus, Lake Forest College seeks only to be assured that such speakers are willing to engage themselves in a rational dialogue with faculty and students, in a give and take of free discussion.

The sole purpose of inviting a speaker is to contribute to the aims of the College as a center of free inquiry and sound learning. To assure that a speaker is the kind of person whose method of presentation is appropriate to the atmosphere of a liberal arts college, the following procedures must be followed:

1. Only organizations officially recognized by the College may invite a speaker to the campus.

2. Before inviting a speaker, student groups must obtain the written approval of the Dean of the College.

3. If the Dean of the College objects to the invitation of a particular speaker, the College Council will automatically review the case before a decision is given to the applying group.

In May of 1966 the Board of Trustees supplemented its resolution as follows:

The College is desirous of continuing that policy, opening its doors to all points of view. It seeks also, however, to ensure that invited guests of the College, or of groups within the College, will be treated with courtesy and respect, and accorded the dignity due to them as human beings, no matter how strongly persons in their audiences might disagree with their ideas.

The College Administration and Trustees, therefore, set forth the College attitude as follows:

1. The College, out of simple courtesy, wishes to protect its guests from insults and indignities.

2. The College seeks to preserve a forum open to all. Freedom of inquiry in a liberal arts college takes precedence over freedom of public demonstration.

3. Picketing or demonstrating are appropriate tools only where the rational processes of discussion have broken down so that negotiation or dialogue is no longer possible.

4. The College wishes to make it clear that outsiders who are not members of the College community and who seek to intervene or agitate on College property will be treated as trespassers.

5. Further, in order to preserve an orderly atmosphere and avoid possible embarrassment to invited guests, the College will prohibit two speakers representing opposing viewpoints on the same date, unless the events have been appropriately arranged in advance and unless both speakers have full prior knowledge and acceptance of the circumstances of their invitation.

6. The College neither has, nor desires, authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations off campus on behalf of causes with which they are in sympathy.

STUDENT VEHICLE REGULATIONS

1. Vehicle Registration Fees

$80 for Resident Parking Registration

$50 for Commuter Parking Registration

$40 for all Motorcycles and Motor Scooters

All vehicles on this campus must be registered with the Department of Security of Lake Forest College. Illinois State law now requires that the driver of a car be able to show proof of liability insurance. Therefore, any student attempting to register a vehicle will be required to show proof of this insurance before a registration permit sticker will be issued. Freshmen are not permitted to register a vehicle on campus. Exceptions must be approved by the Office of the Dean of the College prior to bringing a vehicle on campus.

2. Display of Parking Permit

Permits must be displayed on the rear window, driver's side. Motorcycle permits must be mounted on one of the front forks.

3. Additional Permits

Commuting students who are already permit holders and who find it necessary to use different vehicles may present state license plate registration and insurance papers for each additional car and secure permits for the fee of $2. A regular permit holder who drives (for emergency reasons only) a vehicle on campus other than the one registered, for one day or longer, must obtain a temporary permit.

4. Temporary Permits for Students Not Entitled to Regular Permits

Temporary permits for a period not exceeding two weeks (one per term maximum) may be applied for at a fee of $10. A state license plate registration and driver's license must be shown.

5. Driving Restrictions

Students eligible to register autos cannot register a motor vehicle belonging to a friend, relative, etc., of another currently enrolled student. Students not entitled to vehicle registration may not drive registered cars of others on this campus. Students must recognize the authority of Campus Security Officers. Any violation of this nature will result in immediate revocation of the campus permit.

6. Penalties

Penalties for traffic violations vary with the severity of the infraction. Parking violations will net a $20 fine. Moving violations will result in a flat $40 fine. Reckless driving violations will incur a $60 fine, plus damages where applicable. All fines will double if unpaid within seven days. In addition to monetary penalties, the College may revoke the parking privileges of any person who accumulates two reckless driving tickets, four moving violations, or six total tickets in an academic year. In that situation, all fees already paid will be forfeited. Any vehicle that is found to be on campus after written notice has been issued for its removal will be subject to such action as the College deems appropriate.

Unregistered vehicles will be handled as parking violations. All of the preceding stipulations apply; except that if three tickets are accumulated before the vehicle is registered, registration of that vehicle will no longer be permitted. Penalties are not forgiven because the vehicle is registered after receiving citations. Driving at twice the posted speed limit is considered to be reckless driving. Driving on the grass or the sidewalk is also considered to be reckless driving.

Partially parking on the grass will result in a $30 fine, plus damages.

Parking in handicap parking spaces will result in a $50 fine.

False registration of a vehicle will lead to loss of parking privileges, as well as forfeiture of any fees paid. Aside from the preceding penalties, the College reserves the right to take whatever action is deemed necessary or appropriate in any given situation.

7. Appeals of Traffic Citations

Tickets may be appealed to the Director of Security within seven days of the date of issuance. After seven days fines will double and be added to the student's account.

Tickets added to the student's account will have to be paid at the Business Office. Any other ticket may be paid at the Security Office.

The following violations are not subject to appeal:

(a) Parking too close to a fire hydrant (15-foot distance);

(b) Blocking any fire lane;

(c) Parking so as to block the entrance to a building delivery area, service area for linen or garbage, and other truck or loading zones;

(d) Parking so as to block a roadway;

(e) Citations issued after revocation of permit;

(f) Citations received for parking on wrong campus; and

(g) Citations received for parking in handicap zones.

8. Unlicensed vehicles, improperly licensed vehicles, and vehicles that are inoperable must be removed from campus. Vehicles may not be left on campus for extended periods of time while the owner is absent (that is, summer vacation, winter vacation) without the expressed consent of the Security Department.

9. Parking

During the hours of 7 a.m. to 7 p.m. Monday through Friday, student parking is limited to the area assigned to the individual student by Security. A full description of parking regulations and restrictions is available through the Department of Security or the Office of the Dean of the College.

10. Vehicle Immobilization

Any vehicle that is found to be in violation of campus traffic rules and regulations or the Illinois State Vehicle Code may be immobilized or towed at the owner's expense according to the discretion of the College.

CAMPUS SPEED LIMIT — 15 M.P.H.

Federal Trafficking Penalties - Marijuana

As of November 18, 1988

Quantity	Description	First Offense	Second Offense
1,000 kg or more; or 1,000 or more plants	**Marijuana** Mixture containing detectable quantity*	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $4 million individual, $10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than $8 million individual, $20 million other than individual.
100 kg to 1,000 kg; or 100-999 plants	**Marijuana** Mixture containing detectable quantity*	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than $2 million individual, $5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than $4 million individual, $10 million other than individual.
50 to 100 kg	**Marijuana**	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual, $5 million other than individual.	Not more than 30 years. If death or serious injury, life. Fine $2 million individual, $10 million other than individual.
10 to 100 kg	**Hashish**		
1 to 100 kg	**Hashish Oil**		
50-99 plants	**Marijuana**		
Less than 50 kg	**Marijuana**	Not more than 5 years. Fine not more than $250,000, $1 million other than individual.	Not more than 10 years. Fine $500,000 individual, $2 million other than individual
Less than 10 kg	**Hashish**		
Less than 1 kg	**Hashish Oil**		

*Includes Hashish and Hashish Oil

(Marijuana is a Schedule I Controlled Substance)

Controlled Substances - *Uses & Effects*

DRUGS/ CSA SCHEDULES		TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENCE Physical	DEPENDENCE Psychological	TOLERANCE	DURATION (Hours)	USUAL METHODS OF ADMINISTRATION	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME
NARCOTICS											
Opium	II III V	Dover's Powder, Paregoric, Parepectolin	Analgesic, antidiarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
Morphine	II III	Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, antitussive	High	High	Yes	3-6	Oral, smoked, injected			
Codeine	II III V	Tylenol w/Codeine, Empirin w/Codeine, Robitussin A-C, Fiorinal w/Codeine	Analgesic, antitussive	Moderate	Moderate	Yes	3-6	Oral, injected			
Heroin	I	Diacetylmorphine, Horse, Smack	None	High	High	Yes	3-6	Injected, sniffed, smoked			
Hydromorphone	II	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected			
Meperidine (Pethidine)	II	Demerol, Mepergan	Analgesic	High	High	Yes	3-6	Oral, injected			
Methadone	II	Dolophine, Methadone, Methadose	Analgesic	High	High	Yes	12-24	Oral, injected			
Other Narcotics	I II III IV V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin[2]	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected			
DEPRESSANTS											
Chloral Hydrate	IV	Noctec	Hypnotic	Moderate	Moderate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates	II III IV	Amytal, Butisol, Fiorinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High-Mod.	High-Mod.	Yes	1-16	Oral			
Benzodiazepines	IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxene, Verstran, Versed, Halcion, Paxipam, Restoril	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral			
Methaqualone	I	Quaalude	Sedative, hypnotic	High	High	Yes	4-8	Oral			
Glutethimide	III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4-8	Oral			
Other Depressants	III IV	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4-8	Oral			
STIMULANTS											
Cocaine[1]	II	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines	II	Biphetamine, Delcobese, Desoxyn, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected			
Phenmetrazine	II	Preludin	Weight control	Possible	High	Yes	2-4	Oral, injected			
Methylphenidate	II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Moderate	Yes	2-4	Oral, injected			
Other Stimulants	III IV	Adipex, Cylert, Didrex, Ionamin, Melfiat, Plegine, Sanorex, Tenuate, Tepanil, Prelu-2	Weight control	Possible	High	Yes	2-4	Oral, injected			
HALLUCINOGENS											
LSD	I	Acid, Microdot	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
Mescaline and Peyote	I	Mexc, Buttons, Cactus	None	None	Unknown	Yes	8-12	Oral			
Amphetamine Variants	I	2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected			
Phencyclidine	II	PCP, Angel Dust, Hog	None	Unknown	Unknown	High	Days	Smoked, oral, injected			
Phencyclidine Analogues	I	PCE, PCPy, TCP	None	Unknown	Unknown	High	Days	Smoked, oral, injected			
Other Hallucinogens	I	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed		
CANNABIS											
Marijuana	I	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	None	Unknown	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Tetrahydrocannabinol	I II	THC, Marinol	Cancer chemotherapy antinauseant	Unknown	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish	I	Hash	None	Unknown	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish Oil	I	Hash Oil	None	Unknown	Unknown	Moderate	Yes	2-4	Smoked, oral			

[1]Designated a narcotic under the CSA. [2]Not designated a narcotic under the CSA.

Federal Trafficking Penalties

As of November 18, 1988

CSA	PENALTY 2nd Offense	PENALTY 1st Offense	Quantity	DRUG	Quantity	PENALTY 1st Offense	PENALTY 2nd Offense
I and II	Not less than 10 years. Not more than life. Fine of not more than $4 million individual, $10 million other than individual.	Not less than 5 years. Not more than 40 years. If death or serious injury, not less than 20 years. Not more than life. Fine of not more than $2 million individual, $5 million other than individual.	10-99 gm or 100-999 gm mixture	METHAMPHETAMINE	100 gm or more or 1 kg[1] or more mixture	Not less than 10 years. Not more than life. If death or serious injury, not less than 20 years. Not more than life. Fine of not more than $4 million individual, $10 million other than individual.	Not less than 20 years. Not more than life. If death or serious injury, not less than life. Fine of not more than $8 million individual, $20 million other than individual.
			100-999 gm mixture	HEROIN	1 kg or more mixture		
			500-4,999 gm mixture	COCAINE	5 kg or more mixture		
			5-49 gm mixture	COCAINE BASE	50 gm or more mixture		
			10-99 gm or 100-999 gm mixture	PCP	100 gm or more or 1 kg or more mixture		
			1-10 gm mixture	LSD	10 gm or more mixture		
			40-399 gm mixture	FENTANYL	400 gm or more mixture		
			10-99 gm mixture	FENTANYL ANALOGUE	100 gm or more mixture		

Drug	Quantity	First Offense	Second Offense
Others[2]	Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual, $5 million not individual.	Not more than 30 years. If death or serious injury, life. Fine $2 million individual, $10 million not individual.
All	Any	Not more than 5 years. Fine not more than $250,000 individual, $1 million not individual.	Not more than 10 years. Fine not more than $500,000 individual, $2 million not individual.
All	Any	Not more than 3 years. Fine not more than $250,000 individual, $1 million not individual.	Not more than 6 years. Fine not more than $500,000 individual, $2 million not individual.
All	Any	Not more than 1 year. Fine not more than $100,000 individual, $250,000 not individual.	Not more than 2 years. Fine not more than $200,000 individual, $500,000 not individual.

[1]Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg. [2]Does not include marijuana, hashish, or hash oil. (See separate chart.)

SECTION VII
ACADEMIC REGULATIONS

REQUIREMENTS FOR THE BACHELOR'S DEGREE

In order to receive the bachelor of arts degree, students who entered the College as freshmen in the fall of 1993 or thereafter are expected to pass 32 courses, fulfill the general education requirements, attain at least a 2.00 overall Lake Forest College GPA (without rounding up), and complete the requirements of a major. Normally, a student is expected to fulfill graduation requirements within four years.

Students (including transfer students) who matriculate with fewer than 16 credits will fulfill distributional requirements, as outlined under the General Education Curriculum in the Lake Forest College Bulletin.. For students who matriculated at the College prior to August 1993, no specific distribution of courses is required among the electives outside the major.

CREDIT DISTRIBUTION

Of the 32 credits required for graduation the following rules apply:

At least 8 but no more than 15 must be taken in the student's major field. If a student chooses an interdisciplinary major in place of a departmental major, more than the minimum of 8 may be required.

A student may not take more than 15 credits, including internships, in any discipline.

No more than 16 transfer credits may be counted toward Lake Forest College degree requirements.

Twelve of the last 16 credits earned must be Lake Forest College credits. (A student may petition the Academic Appeals Board to spend an entire junior year elsewhere.)

The last four credits are required to be earned on the campus, with the exception of credits earned during College-supervised internships.

To graduate, a student must accumulate a 2.00 grade point average (without rounding up) in courses taken at Lake Forest College. Exceptions to these rules may be granted only by the Academic Appeals Board.

COURSE CREDITS AND COURSE LOADS

At the College, credit is earned, recorded, and tallied by courses rather than by semester hours. For conversion purposes, a course is valued at four semester hours.

A normal course load is 4 course credits per semester, but a student may choose to take any load between 3 and 4.5 course credits. Full-time status is granted with 3 or more courses. Courses in education that are required for certification but not credited toward a degree, private music lessons, chamber orchestra, or chorus may be added to the normal course load. Consult with the Registrar for complete information regarding credit for these courses.

An overload is any course load in excess of 4.5 credits in a given semester. With the permission of the advisor, a student may register for an overload if the total is not greater than 5 course credits in any semester. (See Tuition and Expenses in the Bulletin for course overload fee.) A student has full-time status if he or she is registered for at least a 3 course-credit load (the equivalent of 12 semester hours) per semester.

In the fall of each year, students register for a full course load for the entire year, unless they are seniors needing less than a full course load to graduate on time.

AUDITING OF COURSES

Students who wish to acquaint themselves with a subject without receiving credit may audit a course with the permission of the instructor. Auditors are not subject to the requirements of the course, but they are expected to participate seriously. There is no audit fee for full-time students; part-time students are charged a minimum amount per course. Examination for course credit is not permitted in an audited course.

REPEATED COURSES

A course in which a passing grade has been received may not be repeated for additional credit. Students earn academic credit when the first grade was failing and the second grade is passing. Repetition of a course does not remove the original grade earned, but instead both grades will be recorded and included in the GPA computation. Permission to retake a course must be approved by the student's advisor.

The College does not attempt to evaluate course work repeated elsewhere. Such evaluation is left to the other institution(s).

REGISTRATION IN COURSES

Enrolled students are allowed to preregister each spring for the next academic year. Students who have preregistered by the end of spring term will be given first priority in courses for the coming year.

Freshmen have an opportunity to indicate their course preferences during the summer preceding their entrance to the College. A registration form must be signed by the student's faculty advisor before it can be accepted by the Registrar.

Course selections, including the spring preregistration plans, are formally completed during designated registration periods in the fall. Prior to the spring semester, additional days are scheduled for confirming or changing registration plans for that semester. All students must validate their registration for both the fall and spring semesters; failure to do so may result in a cancellation of registration. A fee is charged for late registration.

COURSE CHANGES AND WITHDRAWALS FROM COURSES

In order to change from one course to another after registration, a student must file a Change of Registration form. If this procedure is not followed according to the dates listed below (see the inside cover for a schedule of dates), a failing grade of F will be recorded for the course in which the student is officially registered, and the student will not receive credit for the other course.

Because the normal course load is defined as 3 to 4.5 course credits per semester, a full-time student is only permitted to reduce his or her registration to no fewer than 3 course credits during a semester in progress with the written approval of the faculty advisor and the Dean of the College.

The following rules apply to such course withdrawals:

Within the first 2 weeks of a 15-week course, a course withdrawal is regarded simply as a permissible change of registration. Only the courses in which the student remains registered, will appear on the transcript.

In a 15-week course, the last day for approved withdrawal from a course with an automatic W will be the last day of the ninth week of classes (unless a Medical Withdrawal has been authorized — see below).

After the end of the ninth week in a 15-week course, withdrawal results in either a W or a WF, depending upon the instructor's evaluation of the student's progress in the course in question at the time of the withdrawal. A student may not withdraw from a course after the last day of classes (that is, during the reading or examination periods or thereafter).

If a student ceases to attend class and fails to withdraw officially from that course (including physical education) in which the student is officially registered, it will result in the recording of a failing grade for that course.

Medical Withdrawal from Courses

Students who believe that medical circumstances make it necessary for them to withdraw from a course after the first two weeks of the semester may apply in writing to the Dean of the College for a Medical Withdrawal. An application must be accompanied by a signed statement from the student's attending off-campus health care professional. This procedure assumes that the student wishes to remain enrolled in school. (For information regarding medical withdrawal from the College, refer to section Withdrawal From and Readmission to the College.)

After application has been made, the Dean of the College will review the case and determine whether the student may receive a grade of MW for the course instead of W or WF. A medical withdrawal may result in the need for students to take an overload or summer school courses in order to graduate on schedule. The financial consequences of medical withdrawals from courses are the same as those for standard withdrawals from courses. (See "Refunds" below.)

Reduction of Load to Fewer than 3 Courses

Full-time students will not normally be permitted to reduce their course load to fewer than 3 course credits in any semester. A reduction in course load may affect their eligibility for financial aid and their participation in organized sports. Resident students must seek permission from the Dean of the College to remain in student housing when reducing their load to part-time.

Exceptions

When a student has been brought before the Academic Honesty Judicial Board, an exception to the usual policies concerning course withdrawals may occur. The student is permitted to withdraw, through the last day of class, from a course in which a charge of violating the academic honesty policy has occurred. But if the Board determines that a violation has occurred in that course, any penalty imposed will take precedence over the course withdrawal. For example, if the Board imposes a penalty of failure in the course, the recorded grade will be F, rather than W or WF, regardless of when in the semester the withdrawal may have taken place.

Refunds or Withdrawal from Courses

Any combination of courses ranging from three to four and one-half credits is regarded as a full load and regular full-time tuition applies. There are no refunds for course load changes within this range of credits. Students registering for fewer than three credits per term with the permission of the Dean of the College Office will be charged at a per-course rate. (See the section titled "Refund Policy" below or consult Bulletin for more detail.)

ATTENDANCE

Classroom activities are an integral and important part of the learning experience. Therefore, it is expected that students will attend class meetings. Each member of the faculty has the prerogative of establishing specific attendance regulations that in his or her opinion are best suited to the course.

FINAL EXAMINATIONS

By faculty regulation, no test may be given prior to its originally designated time. Only the Dean of the Faculty may grant exception to this rule and only at the request of the faculty member.

A term paper may be assigned in lieu of a final examination in a course, but in such cases students are entitled to have until the end of the scheduled examination time for a course to submit their term papers.

If not returned immediately to students, examination papers, particularly final examination papers and term papers, are to be kept by faculty members for at least one term before being destroyed, so as to be available for review by students. Papers from the spring term are to be kept through the fall term.

GRADES AND ACADEMIC RECORDS

Grades

The College employs an A, B, C, D, F grading system. Faculty may append a plus or minus to all grades A through D, with the exception that there is no grade of A+. The grade of A is awarded for work of outstanding quality. The grade of B indicates good work, C satisfactory work, D marginal work, and F failure.

A department may require a grade of C or better in courses prerequisite to more advanced work.

Credit-D-Fail Option

Students may choose the option of receiving a notation of CR (Credit) to indicate a grade of C- or better in any course they take. Under this option, grades of D (no plus or minus), F, W, and WF are recorded on the transcript as usual. Application for this option, or for changing back to regular letter grades, must be made before the end of the first two weeks of the semester. The prior approval of the student's advisor is required.

Basis of Academic Evaluation

Students shall be evaluated by their instructors solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards.

Grade Point Averages

The grade point average (GPA) attained for each semester of a student's work, as well as the student's cumulative grade point average, is recorded on the student's official academic

record at the end of each semester. It is weighted according to course credit. Grade point averages are computed on the following basis:

A 4.00	B+ 3.33	C+ 2.33	D+ 1.33	F
A- 3.67	B 3.00	C 2.00	D 1.00	0.00
	B- 2.67	C- 1.67	D- 0.67	

Grades of CR, I, X, MW, W, and RS will not be included. A grade of WF is computed as a failing grade (0.00).

The Lake Forest GPA includes grades earned in Lake Forest College courses and in ACM programs but does not include Washington Semester grades or grades earned while a student has studied off-campus under a consortium agreement or in coursework earned from other institutions.

Semester and Warning Grade Reports

Final grade reports are sent to students at the close of each semester. Grade reports for freshmen, in courses where work is currently failing, marginal, or incomplete, will be submitted to the Registrar's Office on the last day of the sixth week both fall and spring; copies are then sent simultaneously to parents or guardians.

Transcripts of Academic Work

The Registrar's Office maintains a permanent, official academic record of registered courses for each student, which includes grades, credits, and other pertinent information.

Students may request certified copies of their College transcript records. Official transcripts are released only upon written authorization of individual students or alumni. Forms for transcript requests are available at the Registrar's Office. The first requested copy is free of charge. The charge for additional transcripts is $2 for each single request and $1 for each additional copy if more than one copy is requested at a time. Students must clear financial obligations with the Business Office before transcripts will be released. A period of a week should be allowed for filling a transcript request. Students who use a deferment voucher to establish the preregistration and room draw credit requirement are ineligible for transcript services until the deferment voucher has been paid.

Incompletes

Instructors may record a grade of I (Incomplete) for a student who is prevented by illness or other reason beyond the control of the student from completing the requirements of a course. The student must complete the appropriate assignments and deliver them to the instructor no later than the end of the first week of classes of spring semester if the Incomplete was received at the end of the fall semester, and no later than one calendar week after the close of the spring semester final exams if the Incomplete was received at the end of that semester. Instructors are required to submit the revised grade to the Registrar within three days after the expiration of the Incomplete. Extensions of the deadlines are possible only with special permission from the Dean of the College. If the Registrar does not receive a revised grade by the appropriate deadline, a grade of F will be recorded in place of the I. This regulation applies only to undergraduate work.

Grades of X

A grade of X may be assigned at the initiative of an instructor when a student who has been doing at least passing work in a course unexpectedly fails a final assignment. With the instructor's authorization, the student has the same amount of time to redo the assignment, or its equivalent, as is available for an Incomplete, but in no case can the final revised grade be higher than a D+.

Grades of PR

A grade of PR (Progress) is used at the end of the first term of a two-term senior thesis or other independent study project if the student is making satisfactory progress. A final letter grade for both semesters will be entered when the project is completed at the end of the next term. Satisfactory progress is defined as a minimum of a C- grade for the work thus far completed. Accordingly, should a student receive a final grade of D or F in the thesis or other project, the PR grade as replaced cannot be lower than a C-. This regulation applies only to undergraduate work.

Grades of RS

The RS grade, introduced in the fall of 1997, indicates that the requirements have been satisfied in a course without credit.

ACADEMIC STANDING AND PROGRESS

Students with fewer than 7 completed course credits are classified as freshmen. Those with at least 7 credits are classified as sophomores, those with at least 15 credits as juniors, and those with at least 24 credits as seniors. Normally, a student is expected to fulfill graduation requirements within four years.

ACADEMIC PROBATION, SUSPENSION, AND DISMISSAL

The academic record of every student is reviewed by the Academic Appeals Board of the faculty, the Dean of the Faculty, and the Dean of the College at the end of each term. As a result of such reviews, students may be placed on Academic Probation by the Dean of the College or the Academic Appeals Board as a warning that they are in danger of academic suspension. Students are placed on Academic Probation whenever their cumulative GPA falls below the minimum required for a student of their standing, as follows:

Credits Earned	GPA Required
fewer than 12 credits	1.5
12 to 19 credits	1.8
20 or more credits	2.0

No student on academic probation may be enrolled as less than a full-time student, unless special permission to do so has been given by the Dean of the College.

Students are subject to Academic Suspension when their GPA in any term is less than 1.0, even if they have not previously been on Academic Probation. In addition, students on Academic Probation are subject to Academic Suspension when their GPA for any probationary term is less than 2.0. No student may remain on Academic Probation for more than two consecutive semesters without being subject to Academic Suspension.

A student who is suspended for academic reasons is not eligible to apply for Readmission for at least six months. A student may be readmitted only once, and accordingly a second suspension for academic reasons is known officially as an Academic Dismissal and becomes a permanent separation from the College for academic reasons. Suspension or dismissal from the College may also be mandated under conditions set forth under the judicial process.

Probationary status, Academic Suspension or Dismissal, and Readmission are noted on the student's official academic record and appear on transcripts sent outside the College. Parents or guardians are notified when a dependent student is placed on probation, suspension, or dismissal.

Only in unusual circumstances can exceptions to the rules concerning probation, suspension, and dismissal be considered by the Academic Appeals Board.

WITHDRAWAL FROM AND READMISSION TO THE COLLEGE

A student who finds it necessary for personal reasons to withdraw from the College is expected to take each of the following steps:

1. Complete the proper application form at the Dean of the College Office and arrange for an interview with one of the deans.
2. Check with the Financial Aid Office to terminate any scholarships or other awards, in order to protect future eligibility.
3. Clear Business Office account.
4. Return any College keys to the student's head resident or the Facilities Management Department, as applicable.
5. Remove all personal belongings from campus within 24 hours after the effective date of the Withdrawal or Approved Program Leave, unless permission to store belongings has been granted by the Dean of the College Office.

Failure in courses will be recorded on the academic record of a student who does not withdraw according to these procedures.

The actual date of Withdrawal is the date on which the withdrawal form is filed with the Dean of the College Office. Academic or disciplinary suspension or dismissal take precedence over Withdrawal or Approved Program Leave in determining a student's status and official reason for leaving the College. Rules governing refunds to students who withdraw are discussed in the College Bulletin. When withdrawing from the College, a student will receive a "W" for all courses he/she is passing at the time of the withdrawal. Students who are failing a course at the time of withdrawal from the College will receive a grade of "WF" in that course.

Medical Withdrawal from the College

Students may apply to the Dean of the College requesting permission to withdraw for certifiable medical reasons. The notation MW (medical withdrawal) is to be allowed only where the Dean of the College judges that serious illness (that is, illness for which the student is placed under the care of an off-campus physician or other appropriate off-campus health care professional) requires the student to leave the College for proper treatment and convalescence.

Application for medical withdrawal must be made as soon as is practical after the attending off-campus health care professional recommends withdrawal. Applications must include a letter from the off-campus health care professional that (a) explains the reason for the withdrawal and (b) specifies the date medical attention was given for the illness. The financial consequences of medical withdrawal are the same as those for withdrawal from the College. See the Bulletin for further details.

In rare instances the professionals at Lake Forest College may determine a student should not continue their academic program at the College but should withdraw due to psychological instability. In these instances the policies regarding medical withdrawal will apply.

Approved Off-Campus Program

Approved Off-Campus Program is available only to students who have received approval from the Academic Appeals Board for a specific program, or who are participating officially in an approved cooperative degree program. The length of such a program leave is the same as the length of the approved program. Students who take an Approved Off-Campus Program are assured readmission to the College. Individuals who receive such a leave are responsible for initiating the return process with the Dean of the College in a timely fashion, normally six weeks prior to the intended date of return. In order to be eligible for preregistration and room draw privileges under the same conditions as currently enrolled students, students on Approved Off-Campus Program must make the appropriate deposit in the Business Office by the required date.

Students who are applying for programs from which transfer credit is anticipated must apply to the Academic Appeals Board for Approved Off-Campus Program Leave. Participants in ACM or Lake Forest College Off-Campus Programs do not need to apply.

Readmission to the College

Students seeking Readmission must formally reapply through the Admissions Office, indicating the semester for which they hope to return and describing their anticipated activities while away from campus. In cases of suspension for academic reasons, students are not eligible for Readmission for at least six calendar months. In cases of suspension for disciplinary reasons, eligibility for Readmission is stated at the time of dismissal. Readmission is possible only once.

CREDIT FROM OUTSIDE THE COLLEGE

Credit by Transfer

The College is most likely to recognize a course taken at another accredited institution if Lake Forest offers a comparable course. Courses at other accredited institutions that are in the liberal arts tradition, but do not have comparable counterparts at Lake Forest, may also be granted credit. Lake Forest students are required to receive prior approval from the College before taking course work at other colleges. No more than 16 transfer credits can be counted toward Lake Forest College degree requirements.

No courses with D grades may be transferred to the College. Plus and minus grades (with the exception of grades of A+) earned at another institution beginning with the fall of 1990 will be recorded on the Lake Forest College transcript, but are not counted in the Lake Forest GPA.

An official transcript from the issuing institution must be made available to the Registrar's Office before any academic work done elsewhere may be accepted for Lake Forest College credit. The Registrar evaluates transcripts and awards transfer course credit; students may appeal decisions to the Academic Appeals Board.

Students who have earned 16 or more credits are not permitted to transfer credit from community or two-year colleges to Lake Forest College.

Credit for Summer Work at Another Institution

Enrolled students who plan to attend a summer session at a college other than Lake Forest must obtain prior approval for the proposed program of study. Forms for this purpose can be obtained from the Registrar's Office. Transfer credits may be not be accepted for students who fail to obtain approval. Upon approval of course work, credits earned by a student at another college, as converted into Lake Forest College course credits, will be included in the student's total credits toward graduation, but the grades will not be used to calculate the grade point average.

Students who have earned 16 or more credits are not permitted to transfer credit from community or two-year colleges to Lake Forest College.

Credit by Examination

Students may apply to pass a regular course by special examination without prior enrollment. Consent of the instructor and approval of the Dean of the Faculty are required. Where appropriate the instructor may set requirements in addition to the examination itself. For credit to be awarded, a grade of C- or better must be earned on the examination, but the student's transcript will show only a CR (Credit).

Special examinations are not allowed for courses that are usually part of pre-college curricula (for example, elementary languages or elementary mathematics), and are not normally allowed in courses previously audited or in which a student was enrolled.

Advanced Placement

Students who have successfully completed Advanced Placement courses and the appropriate Advanced Placement examinations provided by the College Entrance Examination Board may apply for College credit for this work. Scores of 3, 4, or 5 on the examinations entitle students to at least one course credit; scores of 1 or 2 are not granted credit. A score of 3 or better on both the microeconomics and macroeconomics exams is required for one course credit in economics. Each department determines the specific amount of credit to be awarded. Credit will not be granted for both Advanced Placement and International Baccalaureate program examinations in the same department.

International Baccalaureate

Students who have successfully completed International Baccalaureate courses and taken the higher-level examinations provided by the International Baccalaureate Program may apply for college credit for this work. Grades of 4, 5, 6, or 7 on the higher-level examinations entitle students to at least one course credit; grades of 1, 2, or 3 are not granted credit. Each department will determine the specific amount of credit to be awarded. Credit will not be granted for both Advanced Placement and International Baccalaureate program examinations in the same department.

STUDENT ACADEMIC APPEALS

Lake Forest College has established procedures that individual students may use when they wish to make an academic appeal or when they believe that a grade has been assigned by an instructor in a prejudiced or capricious manner.

Academic Appeals Board

The Academic Appeals Board is a part of the College's governance system. It considers and acts on cases of academic probation, suspension, or dismissal, on cases in which students appeal the interpretation of faculty rules by a dean, and on cases in which faculty rules are unclear. The Board also reviews requests from students to study at another college or university while on an Approved Program Leave or to receive credit for study abroad undertaken during the summer.

The Board and the Dean of the College meet at the end of each semester to review the academic records of all students and to take such action as is necessary in cases involving academic probation, suspension, and dismissal. Throughout the academic year, the Board considers requests for Approved Program Leave and appeals involving the academic regulations of the College and their interpretation. In extraordinary cases, the Board can grant exceptions to faculty rules, but only by a unanimous vote of all three voting members of the Board.

Students who wish to appeal an academic decision by a dean or who believe that they deserve an exemption from an academic regulation may present a written appeal to the Board. The appeal must clearly describe the decision being appealed or the regulation from which the student wishes to be exempted, and must state the substantive reasons for the appeal. Each appeal must also have attached a detailed statement

from the advisor regarding the appeal. Additional information may be appended to the written appeal if desired. Each appeal must be signed and include the student's mailing address. Appeals may be submitted to the Registrar or the chairperson of the Board.

To request an Approved Program Leave, or to request credit for summer study abroad, a student must see the Coordinator of Study Abroad. The request will be considered at the next regular meeting of the Board. If the Board approves an Approved Program Leave, the student must take additional steps to finalize the withdrawal. See Approved Program Leave.

Protection Against Improper Academic Evaluation

Students are responsible for maintaining standards of academic performance established by their professors, but they shall have protection against prejudiced or capricious academic evaluation. Students shall be informed at the beginning of the course of the evaluative criteria to be used for that course.

When students feel their grades in a course have been prejudiced or capricious and have been unable to resolve the matter through interaction with the faculty member involved, the student may call the matter to the attention of the departmental chairperson. Students must contact the chairperson within two calendar weeks following the beginning of classes in the term following the alleged injustice. After the student has submitted a letter specifying the details of the alleged injustice, the chairperson will appoint a committee of the instructor's colleagues to meet with the student and the instructor and hear evidence concerning the alleged injustice. Whenever possible, the committee will consist of three members of the instructor's department. When the department is too small to permit this procedure, the committee may be composed of two colleagues instead of three. When the departmental chairperson is the instructor accused of the alleged injustice, the student may contact the faculty member of highest rank within the department other than the chairperson, who will appoint a review committee.

Any student requesting a review is responsible for presenting for review all tests, papers, etc., that enter into a grade and that have been returned to the student. All tests, papers, etc., that enter into a grade and which have not been returned to students will be kept on file by instructors for at least a term following when a course is offered.

After hearing all available evidence in a particular case, the members of the review committee meet with the instructor (the student not being present) and state their opinions concerning the matter. If there is unanimous agreement among the committee members that a grade should be changed, the instructor is obligated to change the grade accordingly. In the absence of such unanimous agreement, the grade decision rests solely with the instructor. (This policy was approved by the faculty on April 4, 1967, with editorial revisions in July 1977 and June 1993.)

ACADEMIC HONESTY

Lake Forest College is committed to the highest standards of academic honesty. Such standards are central to the process of intellectual inquiry, the development of individual character, and the maintenance of a civilized community. The integrity of academic life depends upon cooperation among students, faculty, and administrators.

Responsibilities of Students

1. No student may engage in plagiarism by copying, closely paraphrasing, or using another work without explicit acknowledgment of author and source. Students are responsible for knowing what constitutes plagiarism. A handout explaining plagiarism is available at the Writing Center, the Learning and Teaching Center, and at the reference desk of the Library. Plagiarism is discussed during Freshman Orientation and in the Freshman Studies Program.
2. Students are not permitted to submit the same paper for credit in more than one course, unless all instructors involved grant their prior consent in writing.
3. No student shall procure in an unauthorized manner the questions or answers of any examination to be given at a subsequent time or employ unauthorized aids while taking an examination.
4. No student shall aid another in violating the policy of academic honesty.
5. Students should cooperate with all members of the community in maintaining the highest standards of academic integrity.

Responsibility of Faculty and Staff

1. Faculty and staff shall exercise caution in the preparation, duplication, and security of examinations.
2. No test may be given prior to its originally designated time. The Dean of the Faculty may grant exception to this rule at the request of the faculty member.
3. Faculty will take reasonable steps consistent with the physical conditions of the classroom to reduce the possibility of cheating on examinations.
4. Classroom tests must be proctored with diligence.
5. An instructor who returns a final examination to students must send a copy of the examination to the library, which will retain it for three years and make it accessible to students.

THE ACADEMIC HONESTY JUDICIAL BOARD

The Academic Honesty Judicial Board exists to uphold and enforce the College's academic honesty standards. It considers cases involving charges that students have violated those standards. The rules and procedures of the Board follow:

Composition

Three faculty members, one from each division, appointed by the Faculty Personnel Policies Committee, and an alternate chosen from any division, for staggered two-year terms. A Chairperson from the faculty appointed by the Dean of the College in addition to the faculty members listed above. All but the Chairperson can vote.

Three student members and an alternate appointed by the Student Governance Executive Committee, subject to approval by the Dean of the College, for terms of one academic year beginning with the fall term. These students must never have been found in violation of College rules by either the Conduct Board or the Academic Honesty Judicial Board.

Procedures

When a student admits violating the policy of academic honesty:

- The faculty member shall secure a written statement from the student acknowledging the violation.
- The faculty member shall submit this statement to the Board along with a recommendation for the penalty.
- The Board shall determine the nature of the violation and impose a penalty. If the Board does not accept the penalty recommended by the faculty member, it must permit the faculty member to be heard in support of his or her recommendation.

When a student denies violating the policy of academic honesty:

- The faculty member shall submit to the Chairperson of the Board the student's name together with a written description of the alleged violation. A copy of the description must be sent to the student by the Chairperson.
- The Board shall hold a hearing, to which the Chairperson, upon consultation with the faculty member and the student, may summon a reasonable number of relevant witnesses.
- The student shall have the right to be assisted at the hearing by a counselor drawn from the College community.

If the Board finds that the student violated the policy of academic honesty, it shall impose the appropriate penalty. Such a finding will require a minimum of four votes.

When a case arises between semesters or during summer session, it ordinarily will be deferred for consideration by the Board until the following semester. However, the student involved may elect to leave determination to an ad hoc board constituted by the Dean of the Faculty. The Board will be drawn, insofar as is possible, from the regular Academic Honesty Judicial Board and will consist of three faculty members and three students plus the Chairperson.

In the event that the Board members agree on the finding of violation but are divided on the issue of an appropriate penalty, the presumption will be in favor of the lesser of the contemplated penalties. To achieve this result, the Board will vote first on the strongest suggested penalty. If this fails to receive a minimum of four votes the Board will then vote on a lesser

suggested penalty. In exceptional cases the Board may impose a lesser penalty.

Penalties

First offense:
For a student in a course — failure of the examination, project, or course. The failing grade cannot be raised by additional work. For a complicitious student not enrolled in a course — to be determined by the Board.

Second offense:
Suspension from the College for a period of time to be determined by the Board. The Board should also determine whether the College may accept courses taken at another institution while the student is under suspension. The President must approve this action.

Third offense:
Expulsion from the College. The President must approve this action. (This policy was approved by the faculty in June 1977.)

PLAGIARISM

Plagiarism is "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work" (*Random House Compact Unabridged Dictionary*, 1997).

Most people recognize the more obvious forms of plagiarism — copying another student's test paper, buying a research paper, or copying material directly out of published work — but there are less blatant forms of plagiarism that sometimes result from a writer's unintentional misuse of source materials. You may have plagiarized without realizing what you have done, but ignorance does not justify or excuse plagiarism. The following guidelines will help you to give correct credit to your sources.

Keep these principles in mind

- *Quoting*: If you use another person's words, enclose them in quotation marks and document the source in a footnote, endnote, or parentheses (depending on the style of documentation required for your paper).
- *Paraphrasing*: When you restate another person's idea in your own words, you are paraphrasing. Unless you cite a source, your reader will assume that the wording is entirely your own. Since a paraphrase is based on another person's idea, its source must always be documented.
- *Common knowledge*: Many people are aware that common knowledge — factual material such as dates or scientific formulae — need not be documented. If you are unsure if a given fact is common knowledge, cite its source. It is better to be cautious and thorough than to risk plagiarism.
- *Cutting and pasting*: It is very easy to cut and paste material from one electronic document to another, for example, from a web site to a term paper. Take care to note with quotation marks when you have cut and pasted material, and document all pasted passages as you would any quotation.
- *Downloading*: Any information that you download from the web, databases, or other electronic resources and use in a paper must be properly cited. Remember to use quotation marks around any downloaded text that you incorporate into your paper.

THE DEAN'S LIST

The Dean's List recognizes students who have achieved distinguished academic records. It is compiled at the end of each academic year. Only Lake Forest College course credits are counted. To be selected for this honor, a student must have received during the year at least six graded course credits, and must have received no more than two credits on the Credit-D-Fail option, and must have attained a GPA during the year of at least 3.60 (without rounding up). In order to reward outstanding academic performance and to provide adequate challenge to the brightest of our students, those who gain Dean's List distinction are permitted to take a fifth course without additional charge during one semester of the academic year following that distinction. Only applied music courses and courses offered through ACM and non-Lake Forest College off-campus programs are excluded from this policy.

GRADUATION WITH HONORS

Graduation with Honors at Lake Forest College may be achieved in two categories: the grade point average (GPA) and the student's major field.

GENERAL HONORS

General honors at graduation consist of summa cum laude for GPAs from 3.9 to 4.0, magna cum laude for GPAs from 3.7 up to 3.9, and cum laude for GPAs from 3.4 up to 3.7. In order to achieve honors in one of these categories, a student must have an academic record that satisfies all of the following requirements:

At least 14 Lake Forest College courses taken with the full range of the letter grades (A, B, C, D, F, but not CR).

A Lake Forest GPA equal to or greater than the minimum listed above for the pertinent category.

A total GPA, including both Lake Forest College and transfer courses, that also equals or exceeds the above minimum for the given category.

In making GPA calculations for general honors, ACM program grades are counted as Lake Forest College credit. Washington Semester grades and grades in off-campus study under a consortium agreement count as transfer credit. Grades in courses taken at Barat College count as transfer credit. GPAs are not rounded up; for example, a 3.898 is not in the summa cum laude category. The calculation of a GPA includes plus and minus grades, although the GPA for a student who enrolled before the fall of 1990 may be calculated with or without plus and minus grades. Grades of all transfer courses acceptable by Lake Forest College for transfer credit will be used in GPA computations. The transfer GPA is combined with the Lake Forest GPA as a weighted average. Transfer grades from colleges or universities with different grading systems are dealt with case by case by the Dean of the Faculty in consultation with the Registrar; and where necessary, they will be brought to the Academic Appeals Board.

HONORS IN THE MAJOR

Honors at graduation in the student's major are based on a clear demonstration of superior mastery of the subject and on the ability to successfully complete a senior thesis.

In order to receive honors in the major, a student must have attained a 3.5 GPA in all courses taken in the major at Lake Forest College, including the final semester. A minimum of six courses must have been taken in the major at the College.

A student must be evaluated as having successfully completed a senior thesis. In exceptional circumstances (when a senior thesis seems inappropriate), a well-documented senior research project or imaginative creative project brought to fruition in the senior year may be substituted for the senior thesis. The request for such a substitution must be initiated by the project director and requires the unanimous approval of the members of the department(s) involved.

Please note that completing a senior seminar will not result in honors in the major.

DISTINCTION IN SENIOR THESIS

If a student's senior thesis is judged by an examining committee to be an outstanding and original piece of research, Distinction in Senior Thesis is awarded at graduation regardless of whether the student is graduating with honors in his or her major field of study. In exceptional circumstances, a well-documented senior research project or imaginative creative project may substitute for the senior thesis provided members of the departments involved give their unanimous approval.

PHI BETA KAPPA

Phi Beta Kappa, the national honorary scholastic society founded in 1776, is open to undergraduates with outstanding academic records. The Lake Forest College chapter (Theta of Illinois), one of 240 in the nation, includes faculty and students as members. Although sheltered by the College, the chapter is an organization independent of the College and of its curriculum, and thus determines its own standards for admission, standards consistent with those of the United Chapters of Phi Beta Kappa. Evaluation of candidates for election includes an examination of their GPA, an appraisal of their course work, and a recognition of recommendations from their professors. Phi Beta Kappa emphasizes excellence in scholarly achievement and the pursuit of broad cultural interests.

COMMENCEMENT

Students who complete degree requirements during the spring semester as well as those who have completed their requirements during the previous summer and fall terms are encouraged to participate in the commencement ceremony. Others will be allowed to participate only if they have obtained written approval of a proposed summer program at Lake Forest College, which will make it possible for them to satisfy their degree requirements by the following September 1.

SECTION VIII
JUDICIAL SYSTEM & CONDUCT

The Judicial System is currently under review. Suggested changes will be presented to the College community during the fall of 1999. Until such changes are implemented, existing policies, regulations, and procedures remain in place.

JUDICIAL SYSTEM

The Judicial System is an integral part of the college educational process in two ways: it provides those students who administer it a learning opportunity, and it requires of all students responsible behavior. Authority to discipline students originates from the Board of Trustees and the President of the College. This authority has been delegated through the Dean of the College to the Associate Deans of the College, who have the responsibility to administer all judicial discipline. Changes in this document may be recommended to the President by the College Council to the President.

Lake Forest College is committed to maintaining a diverse campus community, characterized by mutual respect. The College recognizes that each member of this community brings with him or her cultural values and norms unique to the individual. Within this context, the status of Lake Forest College as a residential academic community and the student's position as a citizen of that community make necessary certain rules and regulations designed to protect and promote a learning environment, to maintain order, and to control adverse behavior that infringes on the rights and freedom of others. A college education is primarily academic and intellectual in nature, but it also includes the development of values that translate into responsible behavior.

The judicial system at Lake Forest College is designed to support and protect student rights, your own and those of others. The system works for you as complainant or respondent.

Complainant - one who commences a personal action or investigation to obtain a remedy for an injury to his/her rights; the complaining party. In some cases, the College serves as the complainant.

Respondent - one who responds (the accused) to a complaint or alleged violation of College regulations.

Judicial procedures at Lake Forest College have been established to provide justice in cases of alleged violations of College regulations by students. These procedures invoke the College's disciplinary authority and should be distinguished from public law enforcement, which is the province of local, state, and federal officials. If alleged acts are violations of both public law and College regulations, both courses of action can be pursued. The judicial procedures of a private institution are not set up to provide the "due process" rights one has in a court of law, but the "fair hearing" rights consonant with a collegial community. A significant role of the judicial system is to promote the welfare of the student, making the student aware of community standards and discouraging the student from engaging in unacceptable behavior. Students should contact the Office of the Dean of the College and/or make an appointment to discuss specific concerns with a dean.

When there is an alleged violation of College regulations, the student involved may receive a Judicial Notice, which requires that the student report to the Office of the Dean of the College within 24 hours (or the next working day). The Judicial Notice is not a sanction; its purpose is to inform the student that a violation of College regulations may have occurred and is under investigation. An Associate Dean or Area Coordinator, will discuss the alleged violation with the student and try to determine his/her level of involvement, if any. The Associate Dean/Area Coordinator may then:

1. drop the charge,
2. settle the issue by mediation,
3. affirm the notice,
4. issue the further sanctions of a Social Contract, a Judicial Citation, or loss of housing privileges in and access to a particular residence hall, or
5. send the matter to the Conduct Board. In all cases, the respondent may request a hearing. The investigating Dean shall inform the Conduct Board of all findings and sanctions through a periodic report, without revealing respondent identities.

Minor violations of the College regulations (including but not limited to open alcohol, alcohol abuse, excessive noise) shall be dealt with through the issuance of Judicial Notices by a Security Officer, Dean of the College staff member, or authorized College staff. In response to the Judicial Notice, a student will meet with an Area Coordinator or a Dean.

Major violations of College regulations shall be considered by a Dean's Hearing, the Conduct Board, the Drug and Alcohol Hearing Board, or the Sexual Harassment Hearing Board. Major violations include but shall not be limited to the following:

1. physical or verbal abuse, including sexual harassment, sexual misconduct or assault, acquaintance rape, intimidation, or any other conduct threatening the health or safety of any person;
2. disorderly conduct, including fighting or other forms of violence, public obscene actions, the disruption of legitimate activities of the College, behavior that interferes with the free speech or the rights of access to College facilities of any member of the College;
3. abusive, insulting, and/or inflammatory comments or actions based upon race, ethnicity, religion, gender, handicap, or sexual orientation;
4. theft or vandalism involving personal or College property;
5. unauthorized entry or use of College facilities;
6. forgery, alteration, or misuse of College documents, records, or identification;
7. perjury through the conscious furnishing of false information to College officials, the Conduct Board, the Drug and Alcohol Hearing Board, or the Sexual Harassment Hearing Board;
8. violation of public laws or College regulations pertaining to firearms, incendiaries, explosives, and other dangerous items;
9. failure to comply with directions of College officials acting appropriately in the performance of their duties, including the refusal to present a College identification card to a College official; and
10. possessing or trafficking of illegal drugs.

Dean's Hearing

Students who receive a Judicial Notice will meet with a Dean or an Area Coordinator (for minor violations of College policy). The purpose of this meeting will be to gather information, share the contents of a Security report or incident report, and discuss which course of action will be taken in their case (example: affirmed warning, dismissal, verbal warning, conduct board hearing). In some instances where students accept responsibility for minor violations of College policy, they may waive their right to a hearing and accept the disciplinary sanctions by the Dean or the Area Coordinator.

The Conduct Board

A. Composition: The Conduct Board shall be composed of two students (plus one alternate), one member of the professional or managerial staff (plus one alternate), one faculty member (plus one alternate), and an Associate or Assistant Dean of the College, who will act as the procedural advisor. Students interested in serving on the Board should apply in the spring to the Office of the Dean of the College. The student candidates will be interviewed and selected by the current Board members. The faculty members shall be selected by the Faculty Personnel Policies Committee; these names shall then be submitted to the President for final approval. The staff members shall be selected by the Office of the Dean of the College. This entire selection process should happen early enough in the spring to allow for training sessions before the end of the academic year. The chairperson of the Conduct Board shall be elected by the voting members of the Board, including alternates. The procedural advisor is a non-voting member of the Board.

B. Quorum: Five members constitute a quorum; with the exception of the Dean, the other four members may be any combination of those eligible to serve, though the normal expectation consists of two students, one faculty member, and one staff member. Alternates, who are encouraged to attend

meetings as non-voting members, may participate in discussions. A member of the Board may ask not to serve on a particular case for reasons of possible conflict of interest.

C. End-of-Term and Summer Procedure: Violations of College policy from the last week of classes in one term through the first week of classes in the next term shall ordinarily be handled by an Associate Dean of the College or an Area Coordinator. The student charged may request a hearing by a special committee appointed by the Dean of the College consisting of two students, one faculty member, one member of the professional or managerial staff, and one Assistant or Associate Dean of the College.

D. The Hearing: Hearings shall be relatively informal and procedures shall be flexible. Before a hearing, the chairperson shall recommend any further procedural guidelines that do not contradict what is stated in this document. The hearing is closed. A tape shall be made of the hearing and shall be kept nine months. The Conduct Board may summon any member of the College community as well as any other person. If a student does not appear when summoned, the Conduct Board may impose a sanction. For faculty members and administrators who do not appear, sanctions up to Letters of Censure may be recommended. All witnesses before the Conduct Board may be questioned by the respondent and/or the respondent's counsel, a representative from the Office of the Dean of the College, and members of the Conduct Board.

In the assignment of judicial sanctions, the Conduct Board shall consider the nature of the violation, the respondent's previous conduct, and the circumstances under which the violation was committed. Furthermore, the Conduct Board shall consider restitution an integral part of any decision on sanctions.

Respondent's Rights

In any College judicial hearing, formal rules for legally admissible evidence shall not apply; however, evidence must conform to basic standards of fairness and be pertinent to the charge as determined by the hearing officer or the Conduct Board. Sufficient evidence to demonstrate an infraction to a reasonable person shall be the standard proof for determining guilt. The burden of proof for rests with the party bringing the case. The hearing officer or Conduct Board shall find the respondent guilty when there is a high probability that the facts as presented constitute a violation of College policy.

Whether being heard by an Associate Dean, an Area Coordinator, or the Conduct Board, the respondent shall have the right to:

1. obtain assistance from the Office of the Dean of the College whenever the complainant is advised to consult local officials; and

2. see a written charge against him/her prior to the hearing and written notice of the time and place of the hearing.

In the case of Conduct Board hearings, the Respondent shall also have the right to:

3. testify and present evidence, present a reasonable number of witnesses in his/her behalf, and have an opportunity to question adverse witnesses;

4. present up to two character witnesses,

5. have one counsel (who must be a member of the College) present at the hearing at all times while the respondent is before the Conduct Board (the chairperson of the Board should be advised of plans to have a counsel present); and

6. tape his/her own hearing in addition to the official tape.

At least three members of the Conduct Board must vote to affirm a violation for a respondent to be found responsible.

Sanctions

A. Judicial Notices: Whenever possible, a Judicial Notice shall be given in person at the time of the incident; however, it may be delivered to a student through the campus mail. Receipt of a Judicial Notice shall require the student to schedule an appointment with the Office of the Dean of the College the next working day, at which time an Associate Dean or Area Coordinator will review the incident.

1. Upon validation of a first notice, notification shall be given to the student, the student's academic advisor(s) and a record shall also be placed in the student's personal file.

2. Upon validation of a second notice, the Dean of the College shall notify the student's parents or legal guardian in addition to the aforementioned.

3. Within two working days after validation of the second notice, the student may submit a written appeal of the first and/or second warning to the Dean of the College. Failure to appeal within this time prohibits the student from a review of either of these notices at any future time.

B. Major Sanctions:

1. Social Contract: a flexible sanction deemed appropriate to the violation. A social contract generally involves service to the College community or restitution. A member of the Dean of the College Staff shall be responsible for supervising the respondent in order to assure that the terms of the contract are met. Failure to comply will result in further sanctions.

2. Disciplinary Probation: a sanction informing the respondent that if he/she is ever (for a specified period of time) found responsible for violating a College regulation again, removal from campus housing shall be automatic as the least possible penalty. Other possible sanctions include, but are not limited to, suspension and expulsion.

3. Removal from Campus Housing: a sanction involving loss of the on-campus housing privilege and, in some cases, excluding the student from access to the residence halls. No refund shall be given to the student for a paid room fee.

4. Suspension: entails removal of a student both from classes and from the campus for a determined period of time (but at least for the remainder of the semester), after which readmission is possible, though by no means automatic.

Suspension of a student for a period of time intended to prohibit that student from completing the semester's work and for any additional length of time up to two academic years shall be noted on the student's transcript. Asterisks shall be recorded where grades would otherwise be recorded. Expulsion shall have the same consequences on the transcript as suspension.

5. Expulsion is a sanction that may be appealed to the President of the College within 48 hours of the Conduct Board's/Dean's decision. Expulsion is suspension with no option for readmission.

Students on financial aid who are suspended or expelled should note that they are ineligible for aid reconsideration until after they have made up for credits lost. Eligibility would then be dependent on the availability of aid and applicant need.

Records of judicial action are destroyed upon graduation except in instances of suspension or expulsion. These remain as a permanent part of the student's record and are described by the word *conduct* to distinguish them from similar action taken for academic reasons. Students under suspension are not permitted to withdraw from the College in order to avoid the recording of a suspension.

No refunds are available to students who are removed from campus housing, suspended, or expelled. Students must clear financial obligations with the Business Office before transcripts will be released. Students who are suspended must reapply for admission to the College.

6. Appeals: All Judicial decisions may be appealed to the Dean of the College within 48 hours of the Conduct Board's / Dean's decision.

Drug and Alcohol Hearing Board

The Drug and Alcohol Hearing Board shall hear all cases involving alleged violations of the drug and alcohol policies referred by the Office of the Dean of the College and decide upon appropriate action based on testimony offered by the Dean of the College (or a designated Associate/Assistant Dean) and by the accused. Once the Dean has acted, the Board shall be required to meet and render its decision within seven calendar days.

A. Composition: The Drug and Alcohol Hearing Board shall be composed of two faculty and one upperclass student plus one faculty and one student alternate appointed by the President upon recommendation from the Faculty Personnel Policies Committee and the Executive Committee of Student Government, respectively. Board members shall serve two-year staggered terms and the chairperson shall be designated by the President.

B. Process: The Drug and Alcohol Hearing Board shall operate according to the same guidelines as the Conduct Board and may impose any of the sanctions available to the Conduct Board. As part of this process, the Dean may request or the student may present results of appropriate and timely laboratory assessments. Decisions of the Drug and Alcohol Hearing Board concerning the facts of the case must be unanimous; recommendations shall be by majority vote of the Board.

C. Role: The Drug and Alcohol Hearing Board exists to deal quickly, effectively, and fairly with the dangers incurred by our community through student possession and use of illegal drugs and alcohol.

Code of Confidentiality

Confidentiality is of paramount importance in all the above proceedings. Alleged violations of this code by any parties involved in these proceedings are subject to judicial action.

Reporting

Regular reports of the decisions of the Conduct Board, Area Coordinators, and Deans should be submitted to the Stentor by the Dean of the College; these reports list charges, decisions, and sanctions but do not include names. Recommendations for the future should be submitted by these groups to the College Council.

Diversity

Individuals or committees involved in nominating candidates for positions on the Conduct Board, Drug and Alcohol Hearing Board, and the Sexual Harassment Hearing Board should strive for diversity in gender, ethnic, and racial representation.

SEXUAL HARASSMENT STATEMENT

Policy

It is the policy of Lake Forest College to maintain the College community as a place of work and study for staff, faculty, and students free of sexual harassment. The violation of this policy by members of the College community and all third-party individuals who serve the College community can result in discipline and discharge for employees; discipline and dismissal of students; and such penalties, sanctions, and impositions against other individuals or parties as may be available to the College given the nature of the contractual or business relationship that may be established with such parties or individuals.

Sexual harassment complaints may only be processed under the terms of this policy and such complaints may not be presented or processed through any other internal complaint resolution or grievance procedure.

Definition

Sexual harassment is defined as unwelcome sexual advances (heterosexual or homosexual), requests for sexual favors (heterosexual or homosexual), and other verbal and physical conduct of a sexual nature when (1) submission to such conduct or communication is made either explicitly or implicitly a term or condition of an individual's employment or academic status, (2) submission to or rejection of such conduct or communication by an individual is used as the basis for employment or academic decisions affecting the individual, or (3) such conduct or communication has the purpose or effect of substantially interfering with the individual's work, academic performance, or housing, or of creating an intimidating, hostile, or offensive working or educational environment. An offensive or hostile environment will be judged to exist only where the offensive conduct continues over a period of time; a single or isolated instance is insufficient to establish a valid "offensive environment" claim.

Individuals who have been harassed as defined above because of their gender or sexual orientation have recourse to formal and informal grievance procedures through the Sexual Harassment Hearing Board.

Sexual Harassment Hearing Board

The establishment of a Sexual Harassment Hearing Board was approved by the Board of Trustees on December 13, 1986. The Hearing Board is composed of eight standing members, appointed by the President to staggered terms of two years each, after consulting with the Faculty Personnel Policies Committee, the officers of Student Government, and the officers of the Employees Advisory Representatives Committee (EAR). The President shall select the standing members of the Board for their sensitivity to the issues with which the Board deals and the respect they command within the College community. All members of the community may nominate individuals for Board membership provided the nominees are willing to serve if appointed. Ideally, the standing members of the Board will be composed of equal numbers of men and women, and will include at least two students, two members of the faculty, two members of the exempt administrative staff, and two members of the non-exempt biweekly administrative staff.

No more than four members of the standing Board will hear any case involving sexual harassment as designated under the section, "The Hearing." The two student Board members may only be selected to hear cases in which a student is involved as either complainant or accused. In all other cases, the Hearing Board may be selected only from the remaining six Board members.

The chairperson of the Board shall be designated by the President.

Initiating a Complaint

A complaint of sexual harassment must be initiated within 180 days of the alleged harassment or culminating incident of harassment. A member of the College community may talk with any standing member of the Board about sexual harassment. Board members will provide information about the review procedures and their possible outcomes. A Board member may encourage an individual to talk directly with the person whose behavior has given rise to the complaint. Provided the complainant agrees, a Board member may discuss a complaint with other Board members, but will identify the complainant only if he or she authorizes such identification and will identify the person complained against only if the complainant agrees to be identified.

Informal Mediation

Informal mediation is required before a formal complaint of sexual harassment is filed.

The complainant must select a member of the standing Board to act as mediator. A Board member who judges that a complaint does not warrant mediation may decline a request to mediate. Likewise, a Board member who considers himself or herself unsuitable to act as a mediator shall identify another member of the Board for the complainant who will be willing to serve as mediator. (A Board member may decline to serve as mediator because of his or her particular relation to the person against whom the complaint is lodged, after explaining this to the complainant and obtaining permission of the complainant to talk with other standing members of the Board about the case.)

A person seeking mediation must agree to be identified to the person against whom the complaint is lodged. The mediator shall begin mediation efforts promptly and shall report the results of mediation promptly to the complainant.

A mediator may talk about a specific case with other members of the Board only with the permission of the complainant and will identify the person against whom the complaint is lodged only if the complainant agrees to be identified. A mediator may also discuss a case with the chairperson of the Board and/or with the appropriate officer of the College, although only with the mutual consent of the complainant and the person against whom the complaint is brought.

When mediation does not resolve the issue to the satisfaction of the complainant, the complainant may lodge a formal complaint with the Sexual Harassment Hearing Board.

Formal Complaints

Individuals who wish to lodge a formal complaint may do so until up to 30 days after the conclusion of mediation.

A person who wishes to lodge a formal complaint should contact the chairperson of the Sexual Harassment Hearing Board. A formal complaint must be lodged in writing and be accompanied by a signed statement detailing the complaint. The complainant shall submit the statement of complaint to the chairperson of the board, who shall give copies of it to the person complained against and to members of the Hearing Board. If the complaint has no merit as judged by the Board's objective standards, the Board may refuse to investigate further; and the case is dropped.

The chairperson shall next provide copies of the complaint to the appropriate College officer; a complaint against a student to the Dean of the College, a complaint against a faculty member to the Dean of the Faculty, and a complaint against another employee or a third party to the Officer of the College responsible. The Officer may, upon the request of either party, try to separate the working, living, or academic arrangements of the complainant and the accused.

When a formal complaint is filed, the person accused of sexual harassment will be invited to submit a written response to the complaint. However, a formal reply is not required, and no adverse conclusions will be drawn if a formal reply is not provided. The chairperson of the board shall give copies of the response, if any, to the complainant, the officer of the College dealing with the complaint, and to the other members of the Hearing Board.

The Hearing

The complaint shall be heard by the Sexual Harassment Hearing Board, of whom at least three must be present to constitute a hearing, including one named by the complainant, one by the individual against whom the complaint is made, one by the College's personnel officer, and the chairperson of the committee.

At the hearing, either party has the right to be accompanied by and/or represented by a counselor of his or her choosing who is a member of the College community; a counselor may advise the complainant or the accused, but may not participate directly in the hearing.

The Hearing Board shall interview the parties together so that there is an opportunity to discuss all allegations. The Hearing Board shall decide what further evidence or witnesses are necessary before reaching the final determination.

The Hearing Board shall be guided by the following standard in determining whether a complaint of alleged sexual harassment has merit: the conduct complained of must be offensive to an average individual in the same or similar working environment.

Both parties shall have an opportunity to hear all witnesses and review all further evidence received by the Hearing Board. The Hearing Board shall retire to an executive session to reach its determination as to the presence of sexual harassment. It will present its findings in writing within one week of concluding its deliberations to the officer(s) of the College who supervises the individual(s) involved, with copies to those individuals.

Confidentiality is of paramount importance in all the above proceedings. Alleged violations of this code by any parties involved in these proceedings are subject to judicial action.

Appropriate Discipline

The officer of the College and the Hearing Board shall together talk with both the complainant and the person against whom the complaint has been lodged. After talking with the complainant and the accused, the officer of the College in consultation with the Hearing Board shall take the action judged to be appropriate.

After acting, the officer shall prepare a written statement outlining the action taken, and shall give copies of this statement to the complainant, the accused, and members of the Hearing Board.

Written records of sexual harassment complaints and the investigation of those complaints will be retained in accordance with applicable regulations, but only on a confidential basis, and will be separated from other personnel or student records.

Normally, officers of the College and Board members may discuss a formal complaint identifying individuals only with other officers of the College and members of the Board, the complainant, and the person against whom the complaint is lodged. If it seems appropriate for an officer of the College or a member of the community to discuss the complaint with others, he or she may do so only with the approval of the Board.

In some cases a member of the community may choose not to lodge a complaint of sexual harassment after discussing an alleged incident with a Board member. If two such incidents involving the same person have been reported by alleged victims to the chair or members of the Sexual Harassment Hearing Board, then the chair will recommend that the appropriate college officer (President, Dean of the Faculty, Dean of the College, Vice President for Business, or Vice President for Alumni and Development) notify and advise the individual of the consequences of sexual harassment at Lake Forest College.

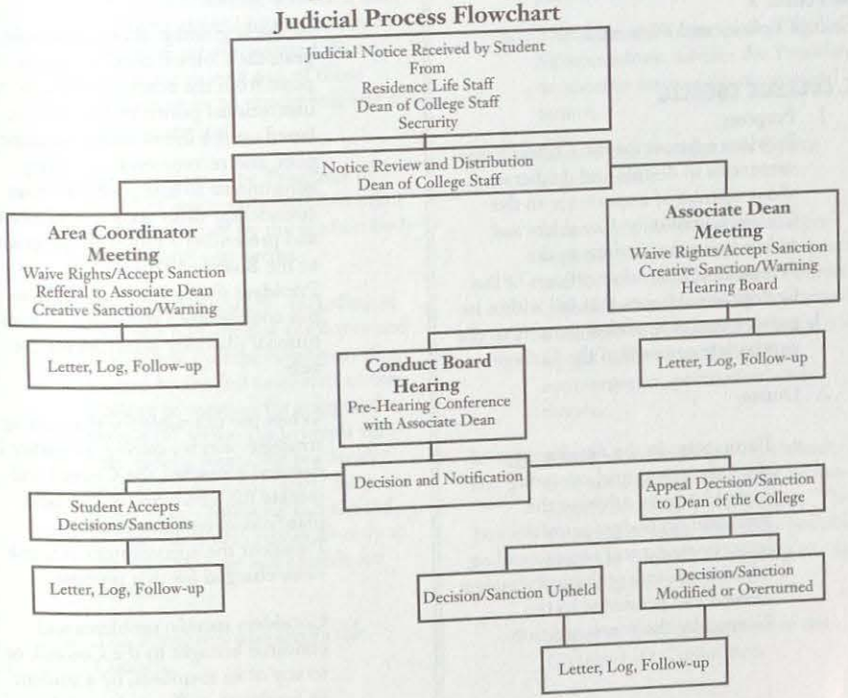
Annual Report

At the beginning of each academic year, the Board shall report on the previous year's activities. Its report shall include the number of individuals who came to Board members for help during the past year, the number of requests for mediation, the number of formal complaints that were lodged, and the kinds of behavior that gave rise to complaints. The Board shall submit its report to the President, who shall publicize it to the College community. The report shall not mention the name of any individual or identifying details of any case.

Sexual Harassment During an Internship

Lake Forest College has been advised by its attorneys that, in the event of sexual harassment during an internship, it is unlikely that the College would have the right to assert a claim against an employer. The individual student, even though not actually employed, may have a right to assert a tort claim action based on negligence of the employer to protect the student and may have a direct tort claim against the individual committing the harassment. Should a student face this situation, he or she may wish to seek the advice of his or her own counsel.

Lake Forest College Judicial Process Flowchart



SECTION IX GOVERNANCE

The Lake Forest College Governance plan was originally established in 1973. It has five objectives:

1. To provide formal ways in which student, faculty, and staff voices can be expressed and heard in matters relating to the governance of the College.

2. To make the process of governance visible to all and to establish channels for substantive communication at all levels.

3. To provide a structure to make matters of cocurricular activities a concern of students, faculty, and staff.

4. To develop a form of governance that will not encroach on the primary functions of students, faculty, and staff.

5. To establish clarity of authority, responsibility, jurisdiction, and accountability.

ARTICLE I
College Policies and Personnel

A. COLLEGE COUNCIL

1. Purpose:
Provides a forum for the College's constituencies to discuss and deliberate about matters of importance to the College community. Considers and makes recommendations to the President and/or other officers of the College about issues that fall within its purview and refers other matters to the appropriate organ(s) of the College.

2. Duties:

a. Participates in the development of the College's annual operating and capital budgets, advising the President on budget priorities and later reviewing and recommending adjustments to a preliminary budget devised and presented to the Council by the administration.

The Council shall schedule a special meeting for mid-June to advise the President on the size of the faculty, should he or she envision the necessity of decreasing the size of the faculty during the following two years. The quorum for this meeting is at least three faculty members (one from each division) and at least three other voting members. If absences are anticipated, the Faculty Personnel Policies Committee will appoint faculty replacements from the same division to meet quorum requirements; the President of the Student Government will appoint a student representative; and the most recent former staff member(s) available will be designated as replacements.

b. Serves as the organ of governance that promotes and monitors ongoing planning at the College.

At the beginning of each academic year, the Council considers a proposal from the administration on institutional priorities for the year, based on the then-existing strategic plan, and recommends in writing adjustments to that proposal. After considering these recommendations and presenting a follow-up proposal to the Board of Trustees, the President disseminates to the campus community a statement on institutional planning priorities for the year.

When the timetable for the existing strategic plan is expiring, or earlier if deemed necessary, the Council will initiate the development of a new plan, recommending to the President the appointment of a task force charged for that purpose.

c. Considers specific problems and concerns brought to the Council, or to any of its members, by a student or faculty or staff member of the College. The Council then places a specific item on its agenda for deliberation if four voting members so request, except that those matters explicitly under the purview of other organs of the governance should be referred to those bodies for consideration by them. The Council may request to be kept informed about the result of deliberations on issues so referred.

d. Supervises and promotes the effective operation of all organs of College Governance, acting as a court of appeals in cases in which a substantial number of students, faculty, or staff contend that an organ of College Governance (including Student Government) has exceeded, violated, or not fulfilled its role.

e. Acts on amendments to the Governance Constitution (Article VII, Part B) and forwards them to the President.

3. Composition:

a. Three faculty members: one from each of the academic divisions, nominated and elected by the faculty in rotation to serve staggered three-year terms; at least one of these members must be untenured, and at least one tenured.

b. Three students: the President of Student Government and two other students, elected by the student body to serve one-year terms.

c. Three staff members: including at least one non-exempt employee and at least one exempt employee, all elected by the full time-staff of the College in rotation for staggered three-year terms. (Individuals who have faculty status but not faculty rank are considered "staff" for purposes of this balloting and elected service. Staff who report directly to the President are not eligible for election.)

d. The President, who chairs the Council.

e. Guests: Through the President, the Council may invite guests to attend its meetings, in order to assist with the performance of the Council duties; for example, the budget, strategic planning, and other matters deemed appropriate.

4. Procedures:

a. The Council will not ordinarily meet without the President. In case of emergency, it can be called into session and will be chaired by the officer of the College designated to act for the President in his or her absence or incapacity.

b. The President votes only in order to break a tie.

B. FACULTY PERSONNEL POLICIES COMMITTEE

1. Duties:

a. Advises the President in establishing policies for appointing, promoting, granting tenure, and formulating policies on fringe benefits, research grants, sabbaticals, and other faculty personnel issues.

b. Through its Promotion and Tenure Subcommittee, advises the President on specific cases of promotion and tenure.

c. Advises the President on faculty appointments.

d. Meets with the two student representatives to the Academic Resources and Review and Curricular Policies committees at least twice a year and considers with them the general policy guidelines established for appointments, promotion, and tenure.

e. Serves as a committee on committees, advising the President on candidates for faculty committees. The Committee shall, whenever possible, maintain effective continuity in committee appointments.

f. Appoints faculty members to the College Life Committee.

g. Recommends faculty members for election to trustee committees. In making these recommendations, the Faculty Personnel Policies Committee should choose representatives whose role in College Governance committees enables them to represent a link between on-campus governance and the appropriate committees of the Board of Trustees.

h. Consults with the Dean on the appointment or reappointment of department chairpersons. Each such position shall be reviewed by the Committee at least every three years.

i. Advises the President on specific applications for leaves.

j. Recommends faculty members for appointment to the Conduct Board and the Drug and Alcohol Hearing Board.

2. Composition:

a. The Dean of the Faculty, who is also a member of the Promotion and Tenure Subcommittee.

b. Six faculty members to be elected as follows:

(1) Promotion and Tenure Subcommittee: three full professors with tenure (one to be elected each year), nominated and elected by the faculty at large to serve three-year terms. If the three-year term is fulfilled, the member will not be eligible for reelection to the Promotion and Tenure Subcommittee for three years. For service of less than three years, the member will be ineligible for reelection for a period equal to the time served. In no case shall two members of the same department serve on the Promotion and Tenure Subcommittee.

(2) Should it occur that no untenured faculty is serving on the Faculty Personnel Policies Committee or elected to it, the member elected in that year (or if two are elected, the one chosen by the smallest number) shall be disqualified and a special election held in which untenured faculty shall nominate and all voting faculty shall vote to elect a non-tenured faculty member to the Committee.

c. All eligible members of the standing Governance committees shall be eligible for election to serve on the Promotion and Tenure Subcommittee (and thus on the Faculty Personnel Policies Committee). If elected, the person must resign from his or her former committee.

d. Members of the Promotion and Tenure Subcommittee shall not participate in deliberations concerning promotion or tenure of faculty from their departments. The most recent available former Promotion and Tenure Subcommittee member should participate instead.

e. The Committee shall elect its own chairperson.

C. ENVIRONMENTAL ISSUES AND CONCERNS ADVISORY COMMITTEE

1. Duties:

a. Consider and recommend policies and procedures on issues relating to the College's efforts to be an ecologically sound campus.

b. Develop and implement educational programs and workshops for the College community, promoting awareness of the national and local issues affecting the status of the environment.

c. Assist in the identification and correction of actions or policies that have an adverse effect on the environment.

d. Monitor and audit the College's recycling efforts, making recommendations for improvement where necessary.

2. Composition:

a. Two faculty representatives on the recommendation of the Faculty Personnel Policies Committee, one of whom shall be in the Science Division.

b. A representative from the Office of the Dean of the College.

c. Three students (two to be elected by the student body at large, one appointed by the Executive Committee).

d. The Director of Facilities Management.

3. Procedures:

a. The committee shall elect its own chairperson.

b. All recommendations of the committee are sent to the President who may act on those recommendations within his or her authority and pass on any other recommendations to other appropriate administrative offices.

D. ENROLLMENT COMMITTEE

1. Duties:

a. Review at the beginning of every semester the data on enrollment, including admissions of new students and retention of previously admitted students, and financial aid awarded to students.

b. Solicit and evaluate ideas and concerns from the campus community regarding the recruitment and retention of an appropriate student body, including proposals from administrative offices for significant policy changes.

c. Select a set of ideas and concerns for study and for possible action during the current semester.

d. Make specific recommendations for action regarding those ideas and concerns to the appropriate administrative officers and governance committees and make a report to the President and College Council by the last day of classes each semester.

2. Composition:

a. Three faculty members recommended by the Faculty Personnel Policies Committee, serving three years each on a staggered basis.

b. Two students, recommended by the Executive Committee of Student Government.

c. The Dean of the College, the Director of Admissions, the Director of Institutional Research, and the Director of Financial Aid or their designees.

3. Procedures:

a. The committee will be chaired by the faculty member with the most continuous committee seniority.

b. Preliminary data on admissions, retention, and financial aid results for the current semester will be given to the chair of the committee by the Admissions Office, Registrar's Office, Financial Aid Office, and Office of the Dean of the College within two weeks of the beginning of the semester. Complete detailed reports must be presented within one month of the start of the semester. It is expected that proposals from administrative offices for significant policy changes will normally be brought to the committee's attention the semester prior to their planned implementation.

c. The President shall send the committee a response each semester to the recommendations of the previous semester.

ARTICLE II
Academic Life

A. ACADEMIC ADVISORY COMMITTEES TO DEPARTMENTS AND INTERDISCIPLINARY PROGRAMS

1. Duties include advising departments and major committees on:

   a. curriculum

   b. appointments

   c. department policies, procedures, and activities

   d. academic honesty

2. Composition:

   Three majors, elected at a meeting of all majors, who then select their own chairperson. It is the responsibility of the Dean of the Faculty to maintain in the Dean's Office an accurate list of the members of the committees. In the case of departments or programs not offering a major (for example, Religion) three students shall be elected at a meeting of all students taking courses in these departments or participating in these programs.

3. Procedures:

   a. Departments and interdisciplinary committees must meet with their Advisory Committees before making any recommendation to the Faculty Personnel Policies Committee regarding appointments and before submitting any plans for change in the curriculum to the Curricular Policies Committee.

   b. A meeting of the department or interdisciplinary committee with its Advisory Committee shall take place at least twice a year.

   c. The student chairperson or department may call a meeting.

B. ACADEMIC RESOURCES AND REVIEW COMMITTEE

1. Purpose:

   Provides a forum for the consideration of the allocation of academic personnel resources, and for the assessment of student learning and the performance of academic units and makes recommendations to the President, the deans, the faculty, and committees as relevant.

2. Duties:

   a. Annually considers the distribution of faculty personnel resources among departments and programs within the College, based upon relevant data and a written proposal from the Dean of the Faculty, and makes a recommendation to the President.

   b. In conjunction with the Dean of the Faculty, conducts scheduled curricular reviews of academic departments and programs and triennial reviews of the Library and Information Technology, Writing Center, and Theatre. Makes recommendations to the Curricular Policies Committee about curricular changes in academic departments and interdisciplinary programs.

   c. Oversees the College's assessment for student learning.

3. Composition:

   a. Four full-time faculty members: one from each of the academic divisions and one at large, nominated and elected by the faculty in rotation to serve staggered three-year terms; at least two of these faculty members must be tenured, and no two of them may be from the same academic department.

   b. Two students: for one-year terms, one elected by and from members of departmental Academic Advisory Committees and one appointed from the Executive Committee by its General Assembly. Each student must have a minimum cumulative GPA of a 2.0 at the time of the election.

   c. The Dean of the Faculty.

   d. The Committee shall elect its own chairperson. The chairperson shall be a faculty member.

4. Special Procedures:

   a. Should the President recommend a reduction in faculty size during the two years following, the Committee shall schedule a special annual meeting for June, to occur after the relevant meeting of the College Council. The quorum for this meeting is at least three faculty members (one from each division) and at least one student. If absences are anticipated, the Faculty Personnel Policies Committee will appoint faculty replacements from the same division to meet the quorum requirements, and the President of Student Government will appoint a student representative.

C. CURRICULAR POLICIES COMMITTEE

1. Purpose:

   Discusses and formulates curricular policies and procedures, and exercises oversight of curricular changes.

2. Duties:

   a. Oversees the general education requirements of the College, including their implementation and proposed changes in requirements.

   b. Reviews recommendations for curricular changes in academic departments and interdisciplinary programs.

   c. Reviews proposals for new courses.

   d. Oversees the academic calendar.

   e. Oversees academic advising.

   f. Oversees the Freshman Studies Program and the Richter Scholars Program.

   g. Establishes new policies for the Academic Appeals Board as required and clarifies the intent of academic policies and rules at the request of the Board.

   h. Establishes methods for regular student evaluation of courses.

3. Composition:

   a. Three full-time faculty members: one from each of the academic divisions, nominated and elected by the faculty in rotation to serve staggered three-year terms.

   b. Two students: for one-year terms, one appointed from the Executive Committee by its General Assembly, one elected by and from the members of departmental Academic Advisory Committees. Each student must have a cumulative GPA of 2.0 at the time of election.

   c. The Dean of the Faculty.

   d. The Dean of the College.

   e. The Committee shall elect its own chairperson and secretary. The chairperson shall be a faculty member.

4. Procedures:

   a. The Committee's decisions about curricular policies will ordinarily take the form of recommendations to the faculty, to be considered at a faculty meeting. Decisions about minor procedural changes, guidelines for the general education curriculum, and specific course offerings will not be submitted to the faculty. In those matters in which the Committee has delegated to the Dean of the Faculty the exercise of discretionary authority in interpreting academic policy, he or she will inform the Committee of such exercise.

b. The Committee establishes guidelines for courses that fulfill the general education requirements, annually reviews and approves such courses for the next academic year, and monitors the functioning of general education curriculum.

c. Recommendations for curricular changes by departments or interdisciplinary programs must be submitted to the Curricular Policies Committee for evaluation. Automatic approval will be granted unless two-thirds of the membership of the Committee determines that the proposed changes have important consequences for the College's academic program, in which case the matter is placed on the Committee's agenda for discussion and action. Curricular changes to which the Committee has given automatic approval will not be submitted to the faculty.

d. Minor calendar changes are proposed by the administration, discussed with College Council, and reviewed and approved by the Curricular Policies Committee. Major changes are also submitted by the Curricular Policies Committee for consideration at a faculty meeting.

D. ACADEMIC APPEALS BOARD

1. Duties:

a. Rules on cases in which students appeal the Dean of the Faculty's interpretation of faculty rules or in cases in which faculty rules are unclear.

b. Considers and acts on cases and appeals of academic suspension and dismissal.

c. In extraordinary cases, the Academic Appeals Board can grant exceptions to faculty rules, but only by unanimous vote of all three members. The Board must report a summary of its actions to the faculty once each term. This summary should include the rationale behind the Board's decisions in each specific case. These decisions may be appealed to the faculty at the initiative of the student.

d. Reports in detail to the Curricular Policies Committee at least once per term.

e. It is not the responsibility of the Academic Appeals Board to reconsider the judgments of either the Academic Honesty Judicial Board or the departmental review committees constituted to hear grade appeals.

2. Composition:

a. Three faculty members, appointed by the President on the recommendation of the Faculty Personnel Policies Committee. The Faculty Personnel Policies Committee also recommends which committee member shall serve as chairperson. Members are appointed to one-year terms.

b. The Dean of the Faculty and the Registrar as non-voting members. The Registrar serves as secretary of the Board.

c. The Dean of the College, who shall meet with the Board when it hears or judges cases and appeals of academic suspension and dismissal.

3. Procedures:

a. Students must present their appeals in writing with supporting evidence to the secretary of the Board. Students have the right to make a personal appearance before the Board. If they wish to exercise this right, they must state this in their written appeal. The personal appearance is not for the purpose of bringing in new evidence or arguments but can only be used to clarify points made in the written appeal.

b. The Board shall give a written reply to students, informing them of the grounds for its decision.

c. The secretary of the Board shall receive appeals, distribute copies of the documents to committee members, keep all records, and handle all correspondence for the Board.

ARTICLE III
Student Life

A. COLLEGE LIFE COMMITTEE

1. Purpose:

Provides a forum for the College's constituencies to consider issues related to College life and makes recommendations to the Dean of the College.

2. Duties:

a. Considers and recommends policies and programs concerning health, food, housing, counseling services, career planning, campus activities, athletics, social and recreational activities (including those that involve the use of alcohol), and athletic and recreational facilities.

b. Mediates and suggests courses of action when problems arise with the Stentor and, when necessary, makes recommendations to the President of the College before a controversy can harmfully affect the College community or the ongoing success of the publication.

3. Composition:

a. Four students: for one-year terms, three to be elected by the student body as a whole, and one to be appointed at-large by the Executive Committee of the General Assembly.

b. The Vice President of the General Assembly, who will serve as chair and vote only in a tie.

c. The Dean of the College, who will not vote.

d. The Director of Campus Activities.

e. One faculty member: to be appointed by the Faculty Personnel Policies Committee from among academic departments for a two-year term.

f. Two members of the staff, appointed by the President, for staggered two-year terms. At least one of these members must be from the full-time coaching staff. (Individuals who have faculty status but not faculty rank are considered "staff" for purposes of these appointments.)

4. Procedures:

a. All recommendations of the committee are sent to the Dean of the College, who may act on those recommendations within his or her authority and pass on any other recommendations to the President or other appropriate administrative officer or committee.

ARTICLE IV
Student Government

A. Student Government will have at least the two following governing bodies: a General Assembly and an Executive Committee. Should a situation arise when the College Council determines that no student government exists, the College Council shall assume responsibility for the duties of student government until a Student Government is formed through elections.

1. GENERAL ASSEMBLY

a. Duties:

(1) The General Assembly shall have the right to veto a recommendation of the College Life Committee by a two-thirds vote. It shall further have the right to veto a decision of the Executive Committee by a majority vote.

(2) The Assembly shall elect three of its members to serve on the Executive Committee.

b. Composition:

(1) The delegates, who shall be elected on a representative basis from student constituents.

(2) A representative from the Office of the Dean of the College, who shall be an observer.

2. EXECUTIVE COMMITTEE

a. Duties:

(1) Administers the affairs of Student Government.

(2) Allocates the student budget.

(3) Recommends students to the President of the College to serve on governance and trustee committees.

(4) Makes student appointments.

(5) Reports its actions to the General Assembly

b. Composition:

(1) The President, Vice-President, Treasurer, and Secretary of the Student Government.

(2) Three representatives elected from the General Assembly.

(3) One student appointed by the Student Government President.

(4) A representative of the Office of the Dean of the College (ex officio).

ARTICLE V

Communication

A. Minutes of each governance committee, with the exception of the Academic Appeals Board and the Academic Advisory Committees, are to be distributed in each case to those groups formally represented by the membership of the committee, as follows. Minutes shall be distributed to faculty and staff via electronic mail. Minutes shall be distributed to students via delivery of paper copies to Campus Activities (for posting), Student Government officers, and head residents (for posting). Paper copies of all minutes shall be distributed to the President, the Dean of the Faculty, the Dean of the College, the library reserve section, and the College archives, and any regularly published student newspaper, as well as to any member of the faculty or staff who indicates a strong desire to receive paper copies. Minutes for each committee shall be distributed by paper copy to its own members. It shall be the responsibility of the secretary of each committee to arrange for distribution of the minutes through the President's office.

B. Each governance committee chairperson is responsible for:

1. Preparing the agenda for meetings
2. Ensuring the prompt distribution of appropriate minutes
3. Calling meetings and notifying members

C. Dissemination

1. The Librarian shall keep complete files of all committee minutes.
2. The Campus Activities Office shall post the minutes and reports of all committees in Commons.
3. The Office of the President shall maintain an up-to-date copy of the Governance system.
4. Any communication problem within the Governance system should be brought to the attention of the College Council for resolution.
5. The student newspaper shall announce, when requested, and, when necessary, at the expense of the College:
   a. Committee and Student Government meetings, agenda, reports, and decisions
   b. Campus events
   c. Statements by the President and other administrative officials

D. Reporting

Additional reports from committees may be requested for the faculty and/or staff by the President of the College or for students by the President of Student Government.

E. Registration

All student organizations that identify themselves as Lake Forest College groups must register with the Campus Activities Office.

ARTICLE VI

General Procedures

A. Governance Committee Nomination and Election Details

1. Number of votes per voter on nomination ballots:

   Voting faculty will be allowed to vote for up to ten percent (rounded up to the nearest integer) of the total number of candidates on the nominating ballot. On nominating ballots of 30 or fewer candidates, voters will be allowed to vote for up to 3 candidates.

2. Eligibility for service on governance committee:

   All voting faculty expected to be on campus in the year following the election are eligible for nomination and election to governance committees.

3. Number of candidates to appear on election ballot:

   a. If one position is to be filled, the election ballot will contain the names of the three individuals receiving the highest number of votes from the nominating ballot.

   b. If more than one position is to be filled, the number of candidates to be placed on the election ballot will be equal to twice the number of positions to be filled. Voters will be allowed as many votes as there are positions to be filled.

4. Elections to fill long- and short-term positions:

   The individual receiving the highest number of votes will fill the long-term position. The individual receiving the second highest number of votes will fill the short-term (replacement) position.

5. Person(s) elected but unable to serve:

   The runner-up will serve for one year in the event that the individual elected cannot serve. If the runner-up is subsequently elected to another committee, a new election will be held.

6. Election to the College Council, the Faculty Personnel Policies Committee, the Curricular Policies Committee, or the Academic Resources and Review Committee shall make a faculty member ineligible for election to another of these committees (except as modified by I.B.2.C.).

7. A faculty member on half-year leave is ineligible for service on a committee for the year of the leave. A faculty member on sabbatical or other approved leave during the second year of a three-year term will serve the third year of the term.

8. Voting eligibility:

   Those persons with voting privileges as defined in the Faculty Handbook are eligible to vote in Governance elections and run for Governance positions.

B. Elections

1. Faculty elections shall take place, in order, as follows:

   a. Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee

   No later than the second week of spring term the Dean of the Faculty shall circulate to the faculty a list of the faculty members eligible for election to the Promotion and Tenure Subcommittee. Nomination and election will be held by secret ballot, according to the procedures in VI.A. Each faculty member shall vote on nominating and election ballots.

   b. Academic Resources and Review Committee

   No later than the fourth week of spring term, the Dean of the Faculty shall circulate to the faculty, by division, a list of the full-time faculty members who teach on at least a half-time basis, in the same division, eligible for election to the Academic Resources and Review Committee. Nomination and election will be by secret ballot and will follow the procedure in VI.A. Faculty members in each division will nominate representatives for their own division. Each

faculty member shall vote for representatives for each division. Following the divisional elections, an at-large member shall be nominated and elected by secret ballot, according to the procedures in VI.A. Each member of the entire faculty shall vote on nominating and election ballots.

c. Curricular Policies Committee

No later than the fourth week of spring term, the Dean of the Faculty shall circulate to the faculty, by division, a list of the full-time faculty members who teach on at least a half-time basis, in the same division, eligible for election to the Curricular Policies Committee. Nomination and election will be by secret ballot and will follow the procedure in VI.A. Faculty members in each division will nominate representatives for their own division. Each faculty member shall vote for representatives for each division.

d. College Council

No later than the sixth week of spring term, the Dean of the Faculty shall circulate to the faculty in the division in which the three-year term vacancy occurs a list of the faculty members, in that same division, eligible for election to the College Council. Nominations and elections will be by secret ballot and will follow the procedures in VI.A. Representatives for each division will be nominated and elected by members of that division. Individuals who have faculty status but not faculty rank will not vote in these nominations and elections, but rather in the staff electoral process for College Council.

e. The Remaining Members of the Faculty Personnel Policies Committee

No later than the eighth week of spring term, the Dean of the Faculty shall circulate to the eligible faculty (see I.B.2.b.(2)) a list of the faculty members eligible for election to the Faculty Personnel Policies Committee. Nomination and election will be by secret ballot and will follow the procedures in VI.A. Each member of the entire faculty shall vote on nominating and election ballots.

f. After completing three consecutive years of service on elected governance committees, a faculty member may exempt himself or herself from further such service for a period of one year.

2. Procedures for Student Elections

a. No later than the end of the 11th week in the spring term, all nominations by petition for President, Vice-President, Treasurer, and Secretary of Student Government must be presented to the Dean of the College, who shall then prepare the ballot. Elections for positions in Student Government must be held no later than the 13th week of the spring term.

b. No later than the fourth week in the spring term, the Dean of the Faculty shall arrange meetings of all departments and interdisciplinary majors for the purpose of selecting the Academic Advisory Committees.

c. All nominations by petition for the student vacancies on the College Life Committee, College Council, and Environmental Issues and Concerns Advisory Committee must be submitted to the Dean of the College no later than the ninth week of the spring term.

d. No later than the ninth week of the spring term, the Dean of the College (with the assistance of the Dean of the Faculty) shall prepare the ballot and conduct an all-student election for the following positions:

Two students to the College Council

Three student to the College Life Committee

Two students to the Environmental Issues and Concerns Committee

e. No later than the second week of the fall term, the Dean of the Faculty (with the assistance of the Dean of the College) shall conduct an election among members of the Academic Advisory Committees for the following positions:

One student to the Academic Resources and Review Committee

One student to the Curricular Policies Committee

f. No later than the second week of the fall term, the Dean of the College (with the assistance of the Student Government officers) shall arrange for elections to be held for delegates to the General Assembly of the Student Government.

g. No later than the eleventh week of the spring term, the Executive Committee of the General Assembly shall appoint from among the members of General Assembly:

One student to the Academic Resources and Review Committee

One student to the Curricular Policies Committee

And the Executive Committee shall appoint, from among the student body, one student to the College Life Committee.

h. Nominations or appointment to the College Council, Academic Resources and Review Committee, the Curricular Policies Committee, or the College Life Committee shall make a student ineligible for nomination or appointment to another of these committees.

i. All nomination petitions must consist of at least 25 full-time student signatures.

j. Terms of office

(1) The President, Vice-President, Treasurer, and Secretary of Student Government, elected no later than the thirteenth week of the spring term, shall take office following Commencement.

(2) The time between the Student Government elections and Commencement shall serve as a transitional period, at the end of which the new Student Government officers shall assume their duties.

(3) Delegates to the General Assembly and members of College governance committees shall serve from the start of the academic year until Commencement. These students are eligible for reelection or reappointment.

(4) The Student Government President and Vice-President shall serve as ex-officio members of the College Council and College Life Committee consistent with their elected terms of office.

(5) The Academic Advisory Committees shall serve from the time of their election in the spring term until the following year's election.

k. Each student elected to service on a governance committee must have a minimum cumulative GPA of 2.0 at the time of the election.

l. Voting eligibility

(1) Each full-time student may cast one vote for each position on the ballot.

(2) Full-time students include last-term seniors taking the minimum courses necessary to fulfill graduation requirements.

3. For the purpose of divisional representation on committees, the departments are divided as follows (Academic Advisory Committees for interdisciplinary majors may choose which division they wish to join):

I	II	III
English	Economics & Business	Biology
Art	Education	Chemistry
Foreign Languages	Politics	Mathematics & Computer Science
Music	History	Physics
Philosophy	Sociology & Anthropology	Psychology
Religion		

4. Procedures for Staff Elections

College Council: On or about the summer solstice, the chief personnel officer of the College shall circulate to the full-time staff (including those staff with faculty status but not rank) a list of staff eligible for election to College Council. See Article I, Part A, Section 3c.

a. Eligibility for service on College Council: Voting staff expected to be on campus in the academic year following the election are eligible for service.

b. Voting eligibility: Those persons with voting privileges as defined by the Staff Handbook are eligible to vote.

c. Number of votes per voter: Voting staff will be allowed to vote for up to five candidates among those eligible for election.

d. Elections to fill long- and short-term positions: The individual receiving the highest number of votes will fill the long-term position. The individual receiving the second-highest number of votes will fill the short-term (replacement) position.

e. Persons elected but unable to serve: The runner-up will serve for one year in the event that the individual elected cannot serve. A staff member on half-year leave is ineligible for service on a committee for the year of the leave. A staff member on leave during the second year of a three-year term will serve the third year of the term.

f. Exemption from service: After completing three consecutive years of service on elected governance committees, a staff member may exempt himself or herself from further such service for a period of one year by notifying the chief personnel officer of that intent.

C. Vacancies

1. If the College Council determines that there is a vacancy of an elected position on any committee of College Governance, it shall ensure that the vacancy is filled (within two weeks' time) as follows:

   a. All elective faculty vacancies of College Governance Committees during the terms of office will be filled by the procedures in VI.A. (See especially VI.A.5.)

   b. Should a vacancy occur in an elected student position on a governance committee, the Student Government Executive Committee shall be responsible for appointing a replacement no later than two weeks after the vacancy occurs.

2. If the College Council determines that there is a vacancy of an appointed position on any committee of College Governance, it shall ask the Faculty Personnel Policies Committee or the Executive Committee of Student Government to recommend respective faculty or student appointees.

3. If a change in a committee member's status may alter the basis of representation or legitimacy of that member's participation, the College Council shall determine what action, if any, is to be taken.

4. Subcommittees

   a. A committee may appoint a task-oriented subcommittee to study special problems and to bring information and policy options to the appointing committee.

   b. A subcommittee (except for the Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee) shall exist no longer than the time required to accomplish its task.

5. Every faculty and joint faculty-student committee elected or appointed shall serve the entire year.

6. The Office of the Dean of the College is responsible for conducting all student elections, except the elections to the Academic Advisory Committees.

7. The Dean of the Faculty is responsible for conducting all student elections to the Academic Advisory Committees.

8. The President is ex officio a member of all committees.

9. Campus Governance Institute: The Campus Governance Institute on Leadership will meet periodically during each academic year to foster effective participation by individuals (including students, faculty, staff, and administrators) holding appointive and elective office. Attendance is voluntary and all meetings are public. The Institute has no legislative or executive authority, existing solely for the purposes of providing orientation and ongoing training for participants in the governance system. The President of the College will appoint a director of the Institute for a two-year period of service.

ARTICLE VII

Ratification and Amendment Procedures

A. Ratification

1. This College Governance plan shall go into effect upon ratification by a two-thirds vote of all faculty members and full-time students participating in separate ratification elections.

2. Students shall vote by secret ballot during a two-day period. Balloting shall be under the supervision of the Dean of the College.

3. The faculty shall vote according to its rules at a faculty meeting held after the close of the polls of the student election.

4. The Dean of the College shall announce the result of the faculty and student votes simultaneously.

B. Amendments

1. The College Council is empowered to make minor modifications in this College Governance plan by unanimous vote to assure the better implementation of the spirit of this document. In no case shall a change become effective until three weeks after public announcement of the proposed change. If ten percent of the students or faculty or staff by petition maintains that the modification is not minor or not in the spirit of the document, such modification cannot go into effect.

2. Amendments can be proposed by the College Council by a vote of no fewer than eight of its members.

3. Amendments can also be proposed by petition signed by one-third of the students or faculty or staff. Such petitions must be submitted to the College Council, which shall initiate a ratification referendum.

4. Amendments shall be deemed ratified if they receive the vote of two-thirds of the full-time students voting on the amendment and two-thirds of the faculty voting on the amendment and two-thirds of the staff voting on the amendment.

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NAME ADDRESS PHONE

HOURS

BOOKSTORE

Monday	8:00 a.m. - 6:00 p.m.
Tues. - Thurs.	8:00 a.m. - 5:00 p.m.
Friday	8:00 a.m. - 4:30 p.m.

CAFETERIA

Monday - Friday

Breakfast	7:30 a.m. - 9:30 a.m.
Lunch	11:00 a.m.- 1:30 p.m.
Dinner	4:45p.m.- 7:00 p.m.

Saturday

Breakfast	8:00 a.m. - 9:00 a.m.
Lunch	11:30 a.m. - 1:00 p.m.
Dinner	5:00 p.m. - 6:00 p.m.

Sunday

Breakfast	9:00 a.m. - 10:30 a.m.
Brunch	11:00 a.m. - 2:00 p.m.

CASHIER

Mon. - Fri.	8:30 a.m. - noon
	12:30 p.m. - 4:30 p.m.

(no cash transactions after 3:30 p.m.)

COFEEHOUSE

Mon. - Thurs.	8:00 a.m. - 11:00 p.m.
Friday	8:00a.m. -5:30 p.m.
Sunday	7:00p.m. - 11:00 p.m.

COMPUTER LABS

Johnson	24 hours
Nollen	24 hours
Donelly	hours posted

DONNELLEY LIBRARY

Mon. - Thurs.	8:00 a.m. - midnight
Friday	8:00 a.m. - 6:00 p.m.
Saturday	10:00 a.m. - 8:00 p.m.
Sunday	11:30 a.m. - midnight

FREEMAN SCIENCE LIBRARY

Mon. - Thurs.	10:00 a.m. - 5:00 p.m.
	6:00 p.m. - 10:00 p.m.
Friday	10:00 a.m. - 5:00 p.m.
Sunday	3:00 p.m. - 5:00 p.m.
	6:00 a.m. - 10:00 p.m.

HEALTH CENTER

Mon. - Fri.	8:30 a.m. - 12:30 p.m.
	1:00 p.m. - 4:30 p.m.

OUTTA HERE

Mon. - Thurs.	8:00 a.m. - 7:30 p.m.
Friday	8:00 p.m. - 5:00 p.m.

PRINTING SERVICES

Monday - Friday	8:30 a.m.- 5:00 p.m.

SNACK SHACK

Mon.- Fri.	11:00 a.m. - 2:00 p.m.
Sunday	5:00 p.m. - 10:00 p.m.

SPORTS CENTER

Mon. - Fri.	7:00 a.m. - 10:00 p.m.
Saturday	12:00 p.m. - 8:00 p.m. Sunday
	12:00 p.m. - 8:00 p.m.

REGULAR BUSINESS HOURS

(most campus offices)

Monday - Friday

8:30 a.m.- 12:00 p.m.

1:00 p.m. - 5:00 p.m.

Lake Forest College

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